

DRAFT
Town of Plattsburgh
Public Health Emergency Operations Plan
MARCH 2021



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APPENDIX E

**Sample
Town of Plattsburgh
COVID-19
Field Based Contacts
Reporting Form**

Department _____

[illegible]

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

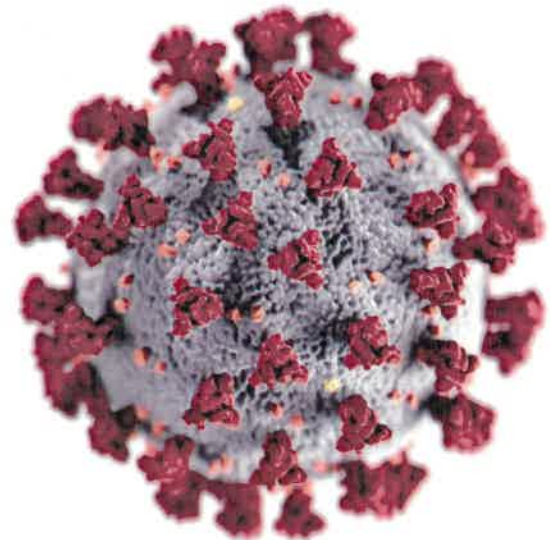
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).



- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.



Cleaning And Disinfecting Your Facility

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



APPENDIX D

**CLEANING AND DISINFECTION FOR COMMUNITY FACILITIES WITH SUSPECTED
OR CONFIRMED CASE**

Activity 1.3: Conduct preliminary testing as necessary and adjust system design and recommendations,

Activity 1.4: Establish policies and procedures necessary to assure for clear set of expectations, roles and responsibilities for department heads and remote workers.

Task 1.4.1 Prepare a draft policy and procedure for consideration by the Town Board to provide guidance and direction to department heads and remote workers that addresses roles, responsibilities

Task 1.4.2 Train staff in and role and responsibilities related to remote work

Activity 1.5: Procure Necessary Equipment and Systems as authorized by the Town Board and researched and recommended by the StoredTech team.

Activity 1.6: Roll out Use of Remote Work Capacity

Task 1.6.1: Implement Phased Roll Out of Technology

Task 1.6.2: Train Staff

Task 1.6.3: Test and Make Modifications

Task 1.6.4: Complete Roll Out

Strategy 2: Utilize Town VoIP telephone System in Emergencies Requiring Remote Work—Voice over Internet Protocol to support remote work. With VoIP, employees can access their office phone calls from anywhere, send instant messages, forward calls to mobile phones, teleconference with and coworkers, key stake holders and the community.

Activity 2.1: Work with technology vendors to evaluate capacity and necessary systems changes to enable the VOIP System in a remote work environment.

Activity 2.2: Test, Train and Exercise f VOIP System

Task 2.2.1: Pilot use of the Town VOIP System for remote worker

Task 2.2.2: Train Departments and remote workers on use of VOIP

Task 2.2.3: Exercise the use of the VOIP by departments and remote workers

Access to Town network: The Town currently has limited capacity to support remote access to the Town network, software applications and electronic files.

Remote Phone: The Town has a Voice over Internet Protocol (VOIP) telephone system that is under can be utilized to support remote work.

Project Values and Guidelines

- Continuity of the Town of Plattsburgh governance operations and systems.
- Continued delivery of essential Town services and functions.
- Protection of Town workforce,
- Maintenance of the security and back-up of the Towns computer network, data and applications. Recommendation: leave all systems inside the Town network or on Town authorized web-based platform.
- Security of data in a remote work setting. Recommendation: require all data to only be stored inside the Town network or on Town authorized web-based platform.
- Accountability and responsibilities: Provide training and written expectations for and between remote workers and department heads.
- Provide a cost-effective solution

Goal: The Town of Plattsburgh is currently involved in upscaling its remote work capacity and is committed to rolling out technology solutions that can support remote work in collaboration with its technology vendors.

Strategy 1: Establish Necessary Remote Capacity

Activity 1.1: The Town will implement a virtual private network (VPN) solution, which sits on the remote device and creates an encrypted network connection that makes it safe for the worker to access the Town network.

Task 1.1.1: Identify recommended virtual private network solution

Task 1.1.2: Upgrade Town broadband to meet increased data traffic of remote workers

Task 1.1.3: Assess end user internet capacity through implementation of user survey

Activity 1.2: Design a plan in which authorized devices will only be authorized and Town issued devices to promote security of Town computer network, data and applications.

Task 1.2.1: Evaluate and recommend type (s) of remote devices necessary that enable remote work and also optimize security of the Town systems.

APPENDIX C

Town of Plattsburgh Preliminary Plan for Consideration Technology Capacity Building to Support Remote Work

Challenge: The Town of Plattsburgh, as with most municipal governments, is increasingly facing emergency situations, such as the COVID-19 Pandemic, in which the Town must continue the delivery of essential services and functions, assure for the health and safety of the workforce and assure for the ongoing governance of the Town. As recently experienced, this can involve extended periods of time in which the on-site workforce must be reduced to provide for safety.

In order to assure for the long term continuity of government, it is critical for the Town of Plattsburgh, as with many municipalities, to develop its technology capacity to support remote work.

Approach: The Town administration is evaluating and developing a series of recommendations for consideration by the Town Board necessary to handle this challenge. The Town Supervisor has engaged the expertise of StoredTech, the Town's information technology consultant, to assist in the evaluation and development of recommendations. The framework includes a balanced approach that recognizes 1) the need to continue services during times of emergency events and 2) that the solutions must be cost effective with an emphasis on assuring delivery of essential services.

The Town has worked with its three tech vendors to survey the landscape and to position the Town to deploy a dynamic remote work environment. The Town has taken into account a wide spectrum of things: security, equipment, software, server capacity and other elements. The tech vendors are providing direction and best practice strategies.

Vision: The Town of Plattsburgh will have in place the necessary technology solutions to support a strong remote work capacity during emergency situations, such as a pandemic, where the Town must close Town facilities and/or reduce the number of employees at the worksite.

Current State: Continuation of many of the critical/essential functions of Town of Plattsburgh is dependent not only on access to basic technology assets such as e-mail, phone and the basic office suite but is also dependent on access to Town electronic files, specific software applications and related data. A number of these applications are housed on the Town computer network and others are web-based.

Current Remote Access:

Access to e-mail: The Town system provides for remote access to Town-email.

Planning Department	<ul style="list-style-type: none"> • Senior Planner 	Technical review of site plan & subdivision applications; Planning Board administration; planning and zoning amendments, grants development and management; capital and operating budget analysis; technology support for Town Board deliberations including remote meetings during public health emergency
Town Assessor	<ul style="list-style-type: none"> • Town Assessor • Assessment Control Examiner 	Mandated to administer RPTL and Valuation of all Properties
Town Clerk	<ul style="list-style-type: none"> • Town Clerk • Deputy Town Clerk • Dog Control Officer (field work only) 	Performs a number of essential functions including the administration of various permits and licenses, registrar of vital statistics and maintains critical Town records.
Town Court*	<ul style="list-style-type: none"> • Town Justices • Clerks to Town Justices 	Ensures that criminal, vehicle and traffic and other cases are heard and adjudicated in a timely manner.
Tax Receiver	<ul style="list-style-type: none"> • Receiver of Taxes • Deputy Receiver of Taxes & Assessment 	Collects critical Town taxes and fees necessary to support the provision of critical and essential Town services.

Note: Essential functions may vary by time of week, month or even year. The Town's Plan correspondingly provides for the needed flexibility and ongoing coordination in order to provide essential services and protect employees and contractors.

Critical/ Essential Function	Essential Worker (Essential Function must be performed on-site)	Justification
Town Supervisor	<ul style="list-style-type: none"> • Town Supervisor • Secretary 	The Town Supervisor, as the Chief elected official, along with assistance of his Secretary, is responsible for oversight and coordination of all Town Government essential functions and management of emergencies.
Town Board	<ul style="list-style-type: none"> • Town Board Members 	The elected body that sets all Town policy and oversees all operations
Town Attorney/ Deputy Attorney	<ul style="list-style-type: none"> • Town Attorney • Deputy Town Attorney 	Assures for Town compliance with all local, NYS and Federal Laws, provides legal counsel to Town Board, Town Supervisor and Departments; reviews contracts, leases and agreement
Accounting	<ul style="list-style-type: none"> • Finance Manager • Senior Account Clerk • Account Clerk/Typist 	Manages all the Town fiscal systems including but not limited to: Maintenance of Town financial records, administration of payroll system, billing & collection of revenues, processing invoices and payments, preparing NYS and Federal financial reporting requirements
Highway Department	<ul style="list-style-type: none"> • Superintendent • MEOs: IV, III, II • Auto mechanics 	Ensures Town highway system in good repair and in safe condition for use including snow and ice control.
Water and Waste Water Department	<ul style="list-style-type: none"> • Director of W/WW • Assistant Superintendent of W/WW • W/WW Maintenance Supervisors • W/WW Maintenance Workers II • Auto mechanics • Account/Clerk Typist • Administrative Assistant 	Ensures Water and Waste Systems are in good repair and safe condition for use. Ensures all potable water testing is up to date and water service remains operational.
Building and Grounds	<ul style="list-style-type: none"> • Senior Bldg. Maintenance Worker • Bldg. Mechanic • Bldg. & Grounds Maintenance Workers • Laborers 	Ensures well maintained, safe and clean facilities necessary for the conduct of Town business and the provision of essential services. This team provides the cleaning and disinfecting of Town facilities during a public health emergency.
Codes & Zoning	<ul style="list-style-type: none"> • Code Enforcement Officers 	Ensures all Building Permits, Inspections, and CO's are handled in a timely manner.

APPENDIX B

LISTING OF ESSENTIAL WORKERS

[Letterhead]

**Town of Plattsburgh
Local Emergency Order**

_____ (Title of the Order)

I, _____ (Name), Town Supervisor of the Town of Plattsburgh, New York, in accordance with a declaration of State of Emergency issued on _____, 200_, and pursuant to Section 24 of Article 2-b, New York State Executive Law, hereby declare that the following order is put in place to assure for the health and safety of the residents of the Town of Plattsburgh

Said order shall be in effect until _____ (date/time) or sooner if rescinded by the Town Supervisor.

Signed this _____ day _____, 200 at _____ o'clock, in Plattsburgh, New York

Signed: _____

Name: _____

Title: _____

CC: Town Clerk (triplicate)
County Clerk (triplicate)
Secretary of State (triplicate)
Clinton County Office of Emergency Management
Media outlets pursuant to section 24(2) of Article 2-b of the NYS Executive Law

Witnessed by: 
Kevin Patnode
Town Clerk

Cc: Office of the Town Clerk of the Town of Plattsburgh
Office of County Clerk
Office of the Secretary of State
Office of Emergency Management, County of Clinton



TOWN OF PLATTSBURGH

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The Town is an equal opportunity provider and employer

Michael S. Cashman
Supervisor

Meg E. LeFevre
Deputy Supervisor/Councilor

James J. Coffey
Town Attorney

Thomas E. Wood
Councilor

Charles A. Kostyk
Councilor

Barbara E. Hebert
Councilor

Kevin M. Patnode
Town Clerk

Matthew Favro
Deputy Town Attorney

DECLARATION OF EMERGENCY

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic, Governor Cuomo has declared a New York State of Emergency and President Trump has declared a National Emergency.

WHEREAS, the Government of Clinton County, NY has declared a State of Emergency and the Town of Plattsburgh will continue to work together with our partners in local, state and federal government; and

WHEREAS, the Town of Plattsburgh is home to the Clinton County Office of Emergency Services, Clinton County Sheriff's Office and Jail, Plattsburgh International Airport, Clinton Community College, and other agencies; and

WHEREAS, Cumberland Head Elementary School, and Champlain Valley Educational Services (CVES) are located in our municipal boundaries; and

WHEREAS, the Town of Plattsburgh has numerous hotels, restaurants, retail, commercial and manufacturing located in our community, serving as the economic hub of Clinton County; and

WHEREAS, the Town of Plattsburgh asks our citizens to be vigilant in combatting COVID-19 with social distancing, increased hygiene protocol, adherences to best practices from health officials, and implement directives from federal, state and local officials; and

BE IT RESOLVED, as the Chief Executive of the Town of Plattsburgh, I, Michael S. Cashman, exercise the authority vested to me under Section 24 of the New York State Executive Law, to preserve the public safety and hereby render all required and available assistance vital to the security, wellbeing, and health of the citizens of the Town. I hereby direct all departments and agencies of the Town of Plattsburgh to take whatever steps necessary to protect life, property, public infrastructure, and provide such emergency assistance as deemed necessary to protect all vital services.

SO ORDERED THIS STATE OF EMERGENCY WILL TAKE EFFECT MARCH 15, 2020 AT 5:00 PM

Michael S. Cashman, Supervisor/CEO
Town of Plattsburgh, New York

APPENDIX A

SAMPLE EMERGENCY DECLARATION AND EMERGENCY ORDERS

APPENDICES

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If such a need arises and it is not safe for a Town employee to remain safely at home, 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 Plattsburgh will coordinate with the Clinton County Department of Health and the Clinton County Office of Emergency Management to help identify and arrange for these housing needs. Coordination of housing needs will be the responsibility of Town Supervisor or designee.

Bi-Annual Review and Plan Update

Planning, training and testing are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services and at the same time provide for the health and safety of Town employees. The Town Supervisor will work with key management staff to conduct a bi-annual review and update of the Plan to ensure easy and rapid response to future public health emergencies. Updated training and testing will be conducted as identified through the review process.

state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order due to COVID-19.

- b. Should the employee be able to work from home, he/she is not eligible for the benefit.
- c. 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 Plattsburgh and as such are not provided with paid leave time by the Town of Plattsburgh, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it will be necessary to document work hours and locations of each employee, contractor and their interface with visitors 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 Plattsburgh to support contact tracing within the organization and may be shared with local public health officials for the purpose of contact tracing.

Documentation of Visitors including contractors. During a declared public health emergency, the Town of Plattsburgh buildings and offices will remain locked to limit the possible exposure to COVID-19. Visitors including contractors will access Town facilities by appointments and deliveries shall be handled on a case by case basis. Access for all visitors and contractors shall be through the Main Entrance to Town Hall. Anyone who enters the building shall wear a mask at all times.

- Main Entrance to Town Hall. Visitors are required to sign into the Log-in Book. The log book shall contain the name, contact information, Business, time entered and exited, and name of the department/department contact for the meeting.
- Secretary to the Supervisor assure that the Visitor Log book is available daily at the front desk and shall maintain the data collected.
- Employees meeting with visitors and contractors will remind visitors to sign in and out.

Documentation of Employee work hours and locations.

- The electronic time recording system will be the tracking tool to record work hours of each employee and is maintained by the Finance Office.
- The electronic data will be supplemented by department records related to remote work.
- For Town employees that work in the field and may be in situations involving contact with the public, the Department Head shall assure that a log of the date, time, location, names and contact information be logged by the employee and submitted to the Department Head. A sample form is attached (**Appendix F: Sample Field Based Contact form**).

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's critical/essential operations.

- iii. During this waiting period, open outside doors and windows to increase air circulation in these areas.
- iv. CDC guidelines will be followed for cleaning and disinfection of community facilities and these guidelines can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

Appendix E: Cleaning and Disinfection for Community Facilities with Suspected or Confirmed COVID-19 case (CDC Guidelines)

- v. Standard Cleaning and Disinfecting practices shall continue to be used during a public health emergency involving a communicable disease shall be used in all common areas, restrooms, equipment
3. **The Building and Grounds staff assigned to clean and disinfect the identified area will:**
- a. Follow the department protocols for cleaning and disinfecting in order to assure for their safety and the safety of the Town staff. Staff or contractors should clean and disinfect all areas such as offices, bathrooms, common areas, door handles, and shared electronic and other office equipment.
 - b. Utilize the PPE appropriate to the task.
 - c. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - d. During this waiting period, open outside doors and windows to increase air circulation in these areas
 - e. Perform the cleaning and disinfecting of the occupied areas as provided by the Buildings and Grounds Designee.
 - f. Document the area, date and time of the completion of the Cleaning and Disinfecting, and provide the documentation to the Department designee.
4. The Town will monitor the CDC and/or NYS Health Department websites for any updates to guidelines.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Plattsburgh is committed to reducing the burden on Town employees. This policy may be altered based upon changes in law or regulation, as applicable.

- 1. The Town Supervisor shall designate a Human Resources benefits coordinator to work with impacted employees to assist them navigate benefits available to them.
- 2. Employees of the Town of Plattsburgh will not be charged with leave time for testing related to the communicable disease at the center of the public health emergency.
- 3. The Town of Plattsburgh has employee leave programs that can be accessed by employees.
- 4. The Town of Plattsburgh will incorporate all Federal and New York State requirements for temporary enhanced leave benefits related to the public health emergency.
 - a. In response to the outbreak of novel coronavirus (COVID-19), New York State is requiring public employers to provide financial compensation in the event an employee, or their minor dependent child, are subject to a mandatory or precautionary order of quarantine or isolation issued by the

****Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.**

6. **Case Confirmed** If an employee or contractor is confirmed to have the COVID-19 then:
 - a. The Town Supervisor or designee shall coordinate with the Clinton County Public Health Department regarding coordination of contact tracing.
 - b. The Town Supervisor or their designee will coordinate with public health officials to assure that any Town employees or contractors are informed of possible exposure. Confidentiality shall be maintained as required by law.
 - c. For any employees or contractors identified as potentially exposed, the **protocols in Section B: Employee Exposed** should be immediately implemented.
7. **Cleaning and Disinfecting**
 - a. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off. 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 specific protocols.
8. **Employee Health Information** shall be protected.

Cleaning and Disinfecting Areas Occupied by those with suspected or confirmed COVID-19

The following protocols provide the steps necessary to ensure the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID 19. The purpose is to limit the survival of the virus in the impacted areas.

1. **The Department Head of the employee or contractor** that may have been exposed, tested positive or exhibiting symptoms will assure that:
 - a. The areas occupied by those with suspected or confirmed COVID-19 be is isolated or closed off and that no one enters the area.
 - b. The Buildings and Grounds Department is immediately notified of the area to be cleaned and disinfected as well as the date and time of last occupancy by the suspected or confirmed employee.
2. **The Buildings and Grounds Designee** will assure that the following occur:
 - a. Train and instruct employees assigned to this task on the necessary cleaning and disinfecting protocols and on the proper utilization of PPE.
 - b. Issue required PPE. The PPE shall at minimum include a face mask, gown and gloves. Depending on the disinfectant used, additional PPE such as safety goggles may be required. For each product used, consult and follow the manufacturer's instructions for usage as well as the SDS sheets for each product and assign PPE accordingly.
 - c. **Develop and Manage Cleaning and Disinfecting Protocols**
 - i. In most cases, the facility need not be shut down. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.
 - ii. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

5. **Identification of potential employee and contractor exposures**

- a. The Town Supervisor or designee shall coordinate with the Clinton County Public Health Department regarding coordination of contact tracing.
- b. The Town Supervisor or their designee will coordinate with public health officials to assure for the contact with other Town employees or contractors of their possible exposure. Confidentiality shall be maintained as required by law.
- c. For any employees or contractors identified as potentially exposed to the subject worker, the **protocols in Section A: Employee Exposed** should be immediately implemented.

6. **Return to Work** Employees should not return to work until they have met the criteria to discontinue home isolation per Public Health orders and guidance and healthcare provider direction. The CDC guidance updated as of December 1, 2020 is outlined below for informational purposes:

- a. **Persons who tested positive and have minimum to moderate COVID-19 symptoms and were directed to care for themselves at home** may discontinue isolation under the following conditions:
At least 10 days* have passed since symptom onset **and** at least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and** other symptoms have improved**.
*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, which may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with Clinton County Public Health Departments. Persons who are severely immunocompromised may require testing to determine whether they can be around others.
**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- b. **Persons who tested positive and do not have COVID-19 symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive test for COVID-19.

7. **Employee health information shall be protected.**

C. **Employee or Contractor is Symptomatic**

1. **Notify** The Department Head and Town Supervisor should immediately be notified.
2. **Separate Symptomatic Employees/Contractors** Any employee or contractor who exhibit symptoms in the workplace should immediately separate from other employees, customers, and visitors.
3. **Send Home** Employees and contractors should immediately be sent home with a recommendation to contact their health care provider.
4. **Symptoms Outside of Work** Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their health care provider.
5. **Return to Work** 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 CDC guidance is outlined below for informational purposes:
Persons who have COVID-19 symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: At least 10 days* have passed since symptom onset **and** at least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and** other symptoms have improved**.
*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, which may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with Clinton County Public Health Departments. Persons who are severely immunocompromised may require testing to determine whether they can be around others.

as a last resort and only in limited circumstances, such as when cessation of operation of a facility may cause serious harm or danger to public health and safety. In such instances, upon a documented determination by Department Head and Town Human Resources representative in consultation with Clinton County Public Health Department, the Town Supervisor may determine that the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which shall be monitored and documented by the Department Head and the employee on a daily basis and compliance reported to the Town Supervisor:

- a. **Pre-Screen** – Employees would prescreen for symptoms and temperature at home prior to coming onsite and at least every 12 hours monitor and document. Should they have symptoms, the employee shall immediately contact the supervisor.
- b. **Screening at the workplace:** The employer should monitor under the supervision of the Department Head, the following at the beginning of the shift prior to entering work area:
 - i. The employee must NOT have a temperature greater than or equal to 100.4 Fahrenheit every 12 hours as monitored and documented; and
 - ii. The employee must not have symptoms every 12 hours as monitored and documented.
- c. **Wear a mask** and any other PPE as recommended. All employees must wear a Town supplied surgical face mask at all times while in the workplace for 14 days.
- d. **Social Distance** In-person interactions with the subject employee or contractor will be limited as much as possible and the employee must continue social distancing practices, including maintaining at least six feet of distance from others.
- e. **Maintain Quarantine:** The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not in the workplace for 14 days after last exposure.
- f. **If employee exhibit symptoms, immediately follow the steps outlined in Section C: Employee is Symptomatic below.**
- g. **Cleaning and Disinfecting** Areas in which the subject employee or contractor works will be cleaned and disinfected as much as practical during the workday in accordance with CDC guidelines. See Section on Cleaning and Disinfection for specific protocols.

B. Employee tests positive for COVID-19

1. **Separate the Employee** Employees or contractors who tests positive, whether symptomatic or asymptomatic, and are in the workplace should immediately separate from other employees, customers, and visitors.
2. **Send Employee Home** Employees or contractors should immediately be sent home with a recommendation to contact their health care provider.
3. **Notify the Town Supervisor and Department Head immediately.**
4. **Cleaning and Disinfecting**
 - a. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off and the protocols in the Cleaning and Disinfecting Section shall be taken by the Building and Grounds Department. CDC Guidance for COVID 19 indicates that a period of 24 hours is ideally given before the cleaning, disinfecting and reoccupation of the area takes place. See Section on Cleaning and Disinfection for cleaning protocols.
 - b. Common areas, common surfaces touched or equipment used shall be cleaned and disinfected immediately.

- 2) The Department Head, in coordination with the Town Supervisor, is responsible for ensuring these protocols are followed.
- 3) The Town Supervisor and the Department Head must be informed immediately to any potential exposure, employee or contractor testing positive or employee or contractor experiencing COVID 19 symptoms.
- 4) The guidelines outlined below were developed based on the Federal and NYS guidance available at the time of Plan development and should be used as guidelines only. Situational guidance will be sought from the Clinton County Health Department early on in a situation. The information related to a pandemic often changes rapidly and is often subject to interpretation and nuance of situation.

A. An employee or contractor has had close or proximate exposure with a person with COVID 19 for a prolonged period of time AND is NOT experiencing COVID related symptoms.

Note: The NYS Health Department considers close contact within six feet with that person for at least 10 minutes from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

1. **Notify** the Department Head and the Town Supervisor immediately.
2. **Coordination with Clinton County Public Health** will be the responsibility of the Town Supervisor or designee.
3. **Quarantine** Exposed employees or contractors should remain at home or in a comparable setting and practice social distancing and cannot return to work until they have met the criteria to discontinue home quarantine per Public Health orders and guidance. CDC guidelines are provided below for informational purposes:
 - a. For COVID-19, CDC guidance recommends that an exposed worker can return to work upon completing 14 days at home or in a comparable setting; however, both CDC and NYS guidance allow for public health quarantine orders to end after 10 days if there are no symptoms and additional conditions are followed such as:
 - i. The employee or contractor must continue daily symptom monitoring for 14 days; and
 - ii. If symptoms develop, the employee should immediately isolate and be counseled to immediately contact their health care provider and Public Health.
4. **Subsequent Positive Test.** Should the employee subsequently test positive, the protocols in Section B below should be followed.
5. **Cleaning and Disinfecting**
 - a. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off and the protocols in the Cleaning and Disinfecting Section shall be taken by the Building and Grounds Department. CDC Guidance for COVID 19 indicates that a period of 24 hours is ideally given before the cleaning, disinfecting and reoccupation of the area takes place. See Section on Cleaning and Disinfection for cleaning protocols.
 - b. Common areas, surfaces touched or equipment used may be cleaned and disinfected immediately.
6. **Employee health information** shall be protected at all times.
7. **Critical Infrastructure Option** The employer may consider allowing exposed and asymptomatic critical infrastructure workers to continue to work in select instances where it is absolutely necessary to preserve the function of critical infrastructure workplaces. The CDC only recommends that this option only be used

3. Procurement of PPE

As specified in the law, the Town of Plattsburgh must have available 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.

- a. The PPE Coordinator is responsible for procurement and will take into account normal process lead time as well as potential delays related to supply chain disruptions.
- b. The PPE Coordinator should maintain a file of suppliers and multiple back up suppliers, their contact information and all other pertinent information.
- c. In the absence of the PPE Coordinator, Department Heads should contact the PPE Coordinator's supervisor.
- d. Any disruptions in the supply chain that would delay replenishment of the supply should be communicated to the PPE Coordinator.
- e. The PPE Coordinator shall work with the Town Supervisor in an emergency to engage the Town's emergency procurement procedures (in conformance with New York State General Municipal Law) should the necessity arise.

4. Additional Essential Materials and Supply - Supply Chain

- a. The PPE coordinator may assist Department Heads to identify suppliers needed for essential functions such as water, waste water or cleaning and disinfecting that are likely to be affected by the pandemic (e.g., due to border closures or travel restrictions).
- b. Ample inventory should be planned to mitigate impacts of supply chain issues.
- c. Maintain a listing of alternate suppliers of key services, components and/or goods.

5. Storage of, access to, and monitoring of PPE stock

The PPE Coordinator, in consultation with the Town Supervisor, shall be responsible to maintain the appropriate storage system for the PPE:

- a. The central PPE storage area will be in a designated area in Town Hall that provides for the safe and secure storage of the assets.
- b. The PPE Coordinator shall establish a distribution system of PPE to departments. This shall include a decentralized storage system for departments needing 24/7 access including Highway, Water and Waste Water and Buildings and Grounds.
- c. The Department Head shall be responsible to maintain the decentralized assets in an interior area of their facility in a secure manner that assures for the integrity and security of the assets.
- d. The PPE Coordinator shall establish a system to monitor and document the level and use of the central and decentralized inventory on an ongoing basis.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures, Positive Tests and Symptoms

The following procedures outline the critical steps to take in response to staff COVID-19 exposures. The protocols are organized based on the specific circumstance: A) Exposure to Known Case without Symptoms, B) Tested Positive and C) Exhibiting Symptoms.

General Protocols

- 1) The Town Supervisor is the point person and will communicate procedural changes to Departments and the Town Board.

Office Based Essential Staff. Based on Public Health emergency orders and/or guidance, the Town Supervisor shall inform Department Heads of the need to implement the remote work/staggered shifts. The Town Supervisor will provide a target for the percentage of on-site workers and contractors working at the same time. Department Heads will provide the Town Supervisor with a plan/schedule that their departments will use to implement a combination of remote work and staggered shifts that enables the target to be met.

Departments have a number of different essential functions that are on varying timetables throughout the course of a week, month or even year. The department plan should identify any particular periods or intervals throughout the year that present particular challenge in meeting the target so that solutions can be identified. The Town Supervisor/designee and department heads will coordinate on an ongoing basis to assure the overall target for Town Hall can be met and that essential functions can be completed.

Personal Protective Equipment

1. General Coordination

- a. The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of Town employees and contractors. PPE may include but necessarily be limited to:
 - i. Masks
 - ii. Goggles/Face shields
 - iii. Gloves
 - iv. Disposable gowns and aprons
 - v. Hand sanitizer

Note: Cleaning and disinfecting supplies are not PPE; however the Town is including cleaning and disinfecting supplies in this section as they are critical to protecting the health and safety of employees and contractors.

- b. The Town Supervisor will designate a PPE Coordinator that will coordinate the inventory, tracking and procurement for the necessary PPE with the Departments.
 - c. PPE for employees will take into consideration the CDC categorization of essential workers; the essential functions performed and the locations/conditions of the essential functions.
- #### 2. Identification and Management of the Inventory of need for PPE.
- a. Basic PPE by job function and work location is identified as:
 - i. Office Based Staff will be provided face masks and gloves.
 - ii. Highway Staff, Water and Waste Water and Codes staff will be provided with face masks, gloves and reusable safety goggles.
 - iii. Building and Grounds staff will be provided with masks, gloves, reusable safety goggles and disposable gowns/aprons
 - b. Department Heads shall identify and provide a listing of additional PPE items needed to the PPE Coordinator.
 - c. Building and Grounds Designee will review the manufacturer directions and SDS Sheets for cleaners and disinfectants to identify recommendations for PPE.
 - d. The Department and PPE Coordinator shall determine the inventory needed for a six month supply.
 - e. The PPE Coordinator will establish an inventory tracking system and evaluate the PPE inventory minimally on a monthly basis and more frequently as needed and shall coordinate the placement order for needed PPE to maintain the inventory.

- Remote workers shall adhere to all laws, policies, regulations and procedures regarding security and confidentiality for the computer, its data and information and any other information handled in the course of work. Remote workers must protect confidential information and irreplaceable documents.

Staggered Shifts

Business hours and access to Town Hall may be altered to best accommodate public health protective actions for employees, contractors and the public. As outlined in the **COVID-19 Town of Plattsburgh Safety Plan**, alterations to building access and the means by which the public interacts with Town employees have been planned and implemented. The protective actions include, but are not limited to, occupancy restrictions and staggered shifts as needed, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

The Town's plan for staggered shifts reflects the nature of the essential functions being performed. The general approach is outlined below.

Non-office Based Essential Staff. The field staff from the Highway, Building and Grounds and Water and Waste Water Departments can only perform their functions on-site. Department Heads will prepare and submit to the Town Supervisor a plan for staggering shifts and/or separated teams.

Based on Public Health emergency orders and/or guidance, the Town Supervisor shall inform Department Heads of the need to implement staggered shifts and will provide a target for the number of employees working on the same shift/team. For example, a target could be that no more than 50% of the workforce may be on the same schedule/team. Each department's plan shall address:

- How the staggered shifts will be established and how staff will be assigned to one shift/team in order to provide optimal staff safety and promote continuity of government.
- To the extent possible, within a shift, individual or sub-team work assignments should be established to further reduce risk.
- To the extent possible, cross training, will be conducted to provide enhanced capacity on multiple shifts.
- To the extent possible, coordination of work assignments should be implemented remotely (use of technology), individually or in small groups.
- The interface between shifts/teams shall be avoided except in cases of emergencies.
- The department shall limit to the extent possible staff traveling together in vehicles.
- The department shall enhance social distancing and other safety protocols to be implemented in emergency circumstances requiring multiple teams work together.

Upon agreement of the plan between the Town Supervisor and the Department Head, the Department Head will be responsible to provide notice to the employees and contractors of the details of the staggered shifts during the public health emergency. Regardless of changes in start and end times of shifts, the Town of Plattsburgh will ensure that full time employees are provided with their typical or contracted minimum work hours per week.

Reducing Risk Utilizing Remote Work and Staggered Shifts

New York State Labor Law requires that the Town's Pandemic Operations Plan include protocols to enable remote work and staggered shifts in order to optimize social distancing and protect the health and safety of the Town workforce, contractors, visitors and community.

The Town will integrate and coordinate the protocols for remote work and staggered shifts in order to optimize the capacity for employee health and safety in the work place. The Town workforce is relatively small and a number of employees perform multiple critical/essential functions, some of which can be performed remotely and some of which cannot. As such, particularly for office based essential functions, an integration of remote work and staggered shift strategies will be employed.

Remote Work

It is the intention of the Town of Plattsburgh to provide for the use of remote working as a work option in a Public Health Emergency involving a communicable disease. This would include, but is not limited to situations in which the Town must close Town facilities and/or reduce the number of employees at the worksite due to a serious public health emergency involving a communicable disease.

The Town is committed to the development of a robust work capacity. The Town plan is outlined in **Appendix C: Building Technology Capacity to Support Safe and Secure Remote Work**. Key elements of the plan include:

- Utilization of a virtual private network solution to provide secure remote access to the Town compute network, applications, electronic files and data necessary for remote workers to perform essential functions.
- Increasing the Town's bandwidth to handle additional remote work traffic.
- Increasing the number of devices for remote worker use.
- Utilizing features in the Town's Voice Over Internet Protocol (VOIP) telephone system to support remote work.
- Developing and adopting a Remote Work Policy and Procedure.

The following guidelines will be used by the Town of Plattsburgh in its remote work program:

- Remote working must be feasible for the employee to perform some or all of their work functions through remote capability (such as by phone or computer).
- Remote working does not change salaries, benefits, job responsibilities, combination leave, major medical leave or any other basic terms of employment.
- Final authorization will be made by the Town Supervisor in coordination with the Department Head.
- Remote workers need to be available by phone and regular contact with supervisors and co-workers.
- Department Heads will coordinate a remote work schedule with the employee.
- The reporting relationship between the employee and their department head shall remain the same. The department head or designee, in accordance with all other personnel policies and procedures, continues to authorize overtime and compensatory time off, if still applicable.
- It is the intent of the Town, to provide the virtual private network, the devices and any ancillary equipment necessary for a remote worker to perform essential functions.
- It will be the Department Head's responsibility to determine the functions to be performed and the means by which work product is accounted and monitored.

The mission critical functions for the Town of Plattsburgh have been identified as:

Critical/ Essential Function	Description	Priority
Town Supervisor	Chief Elected Official for the Town; the role and responsibilities of the position are critical to continuity of all essential functions of Town government.	1
Town Board	Establishes all Town Policies and oversees all operations of the Town	1
Town Attorney/ Deputy Attorney	Assures for Town compliance with all local, NYS and Federal Laws, negotiates contracts; provides legal counsel to Town Board, Town Supervisor and Departments; reviews contracts, leases and agreement.	1
Accounting	Manages all the Town fiscal systems including but not limited to: Maintenance of Town financial records, administration of payroll system, billing & collection of revenues, processing invoices and payments, and adhering to NYS and Federal financial reporting requirements.	1
Highway Department	Assures Town highway system in good repair and safe condition for use.	1
Water and Waste Water Department	Assures Water and Waste Systems are in good repair and safe condition for use. Assures all potable water testing is up to date.	1
Building and Grounds	Assures well maintained, safe and clean facilities necessary for the conduct of Town business.	1
Codes/Zoning	Assures all Building Permits, Inspections, and CO's are handled in a timely manner.	1
Planning Board and Zoning Board of Appeals	Planning Board assures all applicable actions are handled in a timely manner. Zoning Board Assures all variance requests are handled in a timely manner.	1
Planning Department	Technical review of site plan & subdivision applications; Planning Board administration; planning and zoning amendments, grants development and management; capital and operating budget analysis; technology support for Town Board deliberations.	1
Town Assessor	Mandated to administer RPTL and Valuation of all Properties	1
Town Clerk	Performs a number of essential functions including the administration of various permits and licenses, registrar of vital statistics and maintenance of critical Town records.	1
Town Court	Assures that criminal, vehicle and traffic and other cases are heard and adjudicated in a timely manner.	1
Tax Receiver	Collects tax revenues critical to supporting the provision of essential Town Services.	1

Note: Essential functions may vary by time of week, month or even year. The Town's Plan correspondingly provides for the needed flexibility and ongoing coordination in order to provide essential services and protect employees and contractors. Workers may be able to perform certain essential functions remotely and other functions may not have to be performed on-site. This plan takes into account these factors.

Essential and Non-Essential Workers

Mission Critical/Essential Functions

The Town of Plattsburgh provides a number of mission critical/essential functions and is committed to ensuring these services are maintained during a public health emergency. These essential functions enable the organization to:

- Maintain the safety of employees, contractors, and constituents
- Provide vital services
- Provide services required by law
- Sustain quality operations
- Uphold the core values of the Town of Plattsburgh

The Town of Plattsburgh has identified critical/essential functions, recognizing that the level of the public, emergency may require different responses at different times. There must be recognition that operations will need to be flexible and adapt to potentially rapidly changing conditions during the emergency activation.

During activation of this Plan, activities may be suspended to provide for the health and safety of employees, contractors and the public and 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, constituents, and other stakeholders will be an ongoing priority.

A listing of the essential functions of the Town of Plattsburgh are found on the following page.

“Essential and Non-Essential” Workers

To maintain critical/essential functions, certain workers must be on-site to perform their functions. Others may be able to support essential services remotely. The New York State law defines workers in two categories:

- **“Essential”** refers to a designation made that a public employee or employee of a contractor is required to be physically present at a work site to perform his or her job. We will also have to provide a description of these functions and a justification for designating them “essential”.
- **“Non-essential”** refers to a designation made that a public employee or employee of a contractor is not required to be physically present at a work site to perform his or her job.

“Essential” and “Non-Essential Worker” Categorization

New York State requires all public sector employees to categorize their employees. The listing of essential workers (workers that need to be on-site to perform identified critical/essential functions) is attached (**Appendix B: Essential Workers List**). This list shall include the position title, a description of the essential function(s) and a justification that the position must perform the function on-site. The Town of Plattsburgh has a number of workers performing essential functions, some of which can be performed remotely and other others that cannot. The Town’s goal is to enable as much essential and non-essential functions to be performed as possible; however, there will be certain essential functions that must be performed on site.

Upon a declaration of a Public Health Emergency or on designated intervals, the Town Supervisor will assure for a review and update of the Listing of Essential Workers (workers performing mission critical/essential functions that can only be performed on-site).

Situational Monitoring and Plan Activation

The Town Supervisor and designees shall monitor an approaching public health emergency, implement pre-pandemic mitigation efforts and provide as necessary guidance and informational materials to employees. Based on the nature and extent of the risk, the Town Supervisor may designate and assemble the Plan Steering Committee.

Upon notification of a Declaration of a Public Health Emergency, the Town Supervisor will activate the Town's Public Health Emergency Operations Plan (Plan); however, the level of response within certain Plan elements will reflect and be triggered by the severity of the risk as well as guidance from public health officials and New York State.

Should the public health event rise to the level of an emergency, the Town Supervisor may consider issuing a Declaration of Emergency and, depending on the severity of the circumstances, may consider issuing Emergency Orders to provide for the health and safety of the residents and visitors of the Town of Plattsburgh. A sample Emergency Declaration and a sample Emergency Order are attached (**Appendix A: Sample Emergency Declaration and Emergency Order**).

During a Declared Emergency, the Town Supervisor will 1) assure for the ongoing monitoring of the severity of the pandemic and guidance from public health and other State and Federal officials and 2) work with the Town Board and department heads to implement the Emergency Operations Plan and all necessary responses.

Communication

Communication is essential before, during and following a pandemic outbreak. The Town Supervisor or designee will function as the public information officer (PIO) for the Town and will coordinate with the Town Board, the County including Clinton County Public Health Department and the Office of Emergency Management, other local jurisdictions, local agencies and the public. These communications should not impede communications for other critical agencies such as the Clinton County Health Department. Information will be relayed to employees, Town stakeholders and the community as needed. Staff should follow the communication protocol as established by the Town. Internal information dissemination will proceed through the Town Supervisor's Office. The Town Supervisor and Town Board will maintain communications with the public and constituents as needed throughout the implementation of the declared emergency.

Upon the determination of Plan implementation, employees and contractors of the Town of Plattsburgh shall be provided notification as determined by the Town Supervisor. Methods include but are not limited to: memoranda, e-mail, on-site postings or the website with details provided as soon as possible with additional information and updates provided as needed. Other interested parties, such as vendors, will be notified by phone and/or email as necessary by Town Supervisor or appropriate Department Heads. The public will be kept informed of pertinent operational changes.

The Town Supervisor or designee will maintain awareness of information, direction, and guidance from emergency management officials, public health and New York State, directing the implementation of changes as necessary.

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

Public Health Emergency Phases, Triggers and Activities

Phase	Trigger	Sample Activities
1. Planning/Preparation	Multiple country outbreak; pre-emergency declaration	<ul style="list-style-type: none"> • Assemble Steering Committee • Update Town Public Health Emergency Operations Plan and Protocols and Town Safety Plan • Educate Staff on Event and Prevention Strategies • Mitigation strategies revisited – i.e., work environment changes • Research and update inventory of potential PPE/Resources • Conduct Trainings
2a. Initial Response	Public Health Emergency Declaration By NYS or earlier	<ul style="list-style-type: none"> • Town Public Health Emergency Operations and Safety Plans Activated, Followed and Communicated to employees and community • Emergency Orders Followed
2b. Ongoing Response(s)	Federal and/or NYS triggers for reduced business operations in region/community.	<ul style="list-style-type: none"> • Monitor Federal, State and County guidance and action triggers • Communicate and implement intensified actions from Plan such as Remote Work and Staggered Shift as necessary
3. Recovery, Prep for Potential Waves as Necessary and Restoration	Federal and/or NYS Trigger or End to Public Health Emergency and/or Order	<ul style="list-style-type: none"> • Careful re-instatement of on-site operations • Monitoring for potential follow up wave • Identify, communicate and implement modifications to the Plan
4. Mitigation	Ongoing before, during and after event	<ul style="list-style-type: none"> • Assessment and Implementation of environmental changes to worksites • Enhance remote work capacity through technology development • Cross-train staff to assure for continuity of operations and ability to provide optimal safety in the workplace for employees

- The Town will coordinate with and base its response on input from the Clinton County Public Health Departments, and New York State and Federal agencies.
- The Town may have to anticipate unusually high levels of absenteeism throughout the public health emergency.
- The circumstances of a public health emergency may directly impact Town operations.
- Impacts of a public health emergency will take time to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public 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 plans 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, New York State and the Federal Government.

It is important to note that Town Justice Court is a vital component of town government, with Justice Court functions funded by the Town and the Court employees are Town employees. However, it is recognized that the New York State Office of Court Administration holds dominion over the Justice Court and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this Plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of the Town Justice Court.

***Note:** This version of the Plan was developed specifically to address the circumstances of the COVID-19 pandemic but is formatted in such a way that it can easily be amended to address any future infectious disease outbreak.*

Concept of Operations

The Town Supervisor of the Town of Plattsburgh, designee or successor holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations and adjustments to Plan implementation will be supported by designated Town personnel, as assigned by the Town Supervisor.

This plan will provide guidance to the Town of Plattsburgh and provides a plan for maintaining essential functions and services during a public health emergency involving a communicable disease while protecting the health and safety of Town employees and contractors.

This Public Health Emergency Operations Plan recognizes that that management of emergencies typically follows four phases: planning and preparation, response, recovery and mitigation. The following chart outlines the phases in the context of a pandemic and the actions necessary to maintain essential services and keep Town staff and contractors safe.

COVID 19 Situational Overview

On March 11, 2020 the Governor of New York State declared a State of Emergency in relation to the pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This Public Health Emergency Operations Plan has been developed in accordance with amended laws to support continued resilience to 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 Town of Plattsburgh employees and contractors is crucial to maintaining mission essential operations. Early in 2020, the Town of Plattsburgh put in place the **Town of Plattsburgh COVID-19 Safety Plan** which set a framework for operations during the COVID 19 outbreak and is based on CDC guidance and input from the Clinton County Public Health Department. This Public Health Emergency Operations Plan is a complementary document to the **Town COVID 19 Safety Plan**. The Town will continue to obtain guidance from the CDC, the NYS Department of Health and the Clinton County Health Department. The Town will continue to use such resources as the [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#) and the Town will encourage staff and contractors to practice social distancing and take other recommended precautionary measures. The fundamentals of reducing the spread of infection as detailed further The Town's Safety Plan include:

- Wear a face mask
- Use 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
- 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
- Adhere to other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

A public health emergency involving a communicable disease demands a different set of assumptions regarding operations than natural or manmade hazards. Critical differences include: 1) the health and safety of all Town residents and employees are at risk; 2) it will be geographically dispersed and 3) may potentially occur in waves that could last for extended periods of time. This Plan was developed based on information, best practices, and guidance available as of the date of publication. Key assumptions and policies that will guide the Town's Response include the following:

- Pandemic illnesses are highly transmissible viral illnesses that represent a threat to public health and safety.
- The health and safety of Town employees and contractors, their families and the community at-large, is of utmost importance.
- Transmission of the virus occurs through close contact with both symptomatic and asymptomatic individuals.
- Clinton County Department of Public Health (Public Health) is the lead agency in Clinton County's response.

Purpose, Scope, Situation Overview, and Assumptions

Purpose

The Town of Plattsburgh provides essential functions and services including but not limited to water, waste water, transportation and building codes and inspections. The purpose of the Public Health Emergency Operations Plan (Plan) is to provide a guide to the Town Plattsburgh as to how to continue to provide essential functions and services during a public health emergency involving a communicable disease and put in place the necessary protective measures and protocols to assure for the safety and health of the Town employee and contractors while performing their critical and essential functions.

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 into law by the Governor of New York State on September 7, 2020, requiring 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 following required elements:

- Identification of essential workers required to be on-site to perform mission critical/essential Town functions and services
- Risk Reduction through facilitation of remote work and staggered shifts
- Provision of personal protective equipment
- Town response to situations involving employees with potential exposures, symptoms or positive tests
- Cleaning and disinfecting areas occupied by an individual suspected or confirmed to have the communicable disease
- Reporting and documentation system to support contact tracing
- Coordination of employee leave benefits
- Emergency housing for essential workers as needed

Scope

This Plan is pertinent to the operations of the Town of Plattsburgh during a declared public health emergency involving a communicable disease. It is in the interest of the safety of our employees and contractors, and the continuity of Town operations that the Town has promulgated this Plan.

The current version of the Plan is tailored to address the current COVID 19 Pandemic; however the protective measures framework can be applied to future public health emergencies. This document stresses mitigation strategies such as social distancing, utilization of appropriate personal protective equipment, increased hygiene, cleaning and disinfecting, remote work, staggered shifts and similar approaches in order to enable the Town to optimally maintain essential services and while keeping the Town workforce safe and healthy.

Objectives

The primary objectives during a pandemic are as follows:

- Protect the safety of the community and Town employees.
- Minimize transmission of a pandemic virus among community members and Town employees.
- Maintain mission-critical Town operations and services.
- Minimize social disruptions and the economic impact of a pandemic.

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Record of Changes

Date of Change	Description of Change	Implemented by

Promulgation

This Plan has been developed in accordance with the legislation adopted (S8617B/A10832) and signed into law on September 7, 2020 requiring all public employers to create Plans to adequately protect workers in the event of state emergency involving a communicable disease. The legislation 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.

No content of this Plan is intended to impede, infringe, diminish, or impair the rights of the Town of Plattsburgh 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 developed with the input of the Teamster Local 687 as required by New York State Labor Law.

This Plan has been approved in accordance with requirements applicable to the Town of Plattsburgh as represented by the signature of Town Supervisor below.


As the authorized official the Town of Plattsburgh, 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.

By: Michael S. Cashman

Signature: 

Title: Town Supervisor

Date: 3.18.21


3/23/21

This Plan has been developed in accordance with Chapter 168 of the Laws of New York State 2019/2020