

# **TOWN OF RAMAPO**

## **Public Employer Health Emergency Plan**



**ADOPTED: March 10, 2021**

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

**Promulgation**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the CSEA, PBA, RSOA, as required by the amended New York State Labor Law.

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

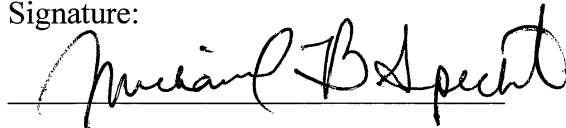
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Ramapo, 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 11, 2021

By: Michael B. Specht

Signature:

A handwritten signature in black ink that reads "Michael B. Specht". The signature is written in a cursive style and is positioned above a horizontal line.

Title: Supervisor

## Record of Changes

Date of Change	Description of Change	Implemented by

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## **Purpose, Scope, Situation Overview, and Assumptions**

### **Purpose**

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

### **Scope**

This plan was developed exclusively for and is applicable to the Town of Ramapo. 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 or the State Department of Health,.

## **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 Chief of Staff of the Town of Ramapo, 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 Chief of Staff.

Upon the determination of implementing this plan, all employees and contractors of the Town of Ramapo shall be notified by telephone, text or official email with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town of Ramapo taxpayers will be notified of pertinent operational changes by way of telephone, text or posting on the official Town of Ramapo website of public/constituent notification. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chief of Staff of the Town of Ramapo, 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 Chief of Staff of the Town of Ramapo, 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 Ramapo 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 Ramapo.

The Town of Ramapo 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.

The mission essential functions for the Town of Ramapo have been identified as:

<b>Essential Function</b>	<b>Description</b>
Assessor’s Office	The Assessor establishes a value on real property so that school, county, town, and special district taxes can be apportioned among the property owners. The Assessor’s office reviews hundreds of recent sales every year to determine the market values residential and commercial properties. The Assessor administers real estate property tax exemptions authorized under state and local law.
Attorney’s Office	The Town Attorney’s Office provides legal services to the Town of Ramapo. The Attorneys represent and counsel the Town and its departments/agencies in all legal matters. An important function of the department is to assist and provide information to residents and businesses within the Town of Ramapo involving municipal legal issues. The attorneys meet with and speak to Ramapo residents daily and render written or oral responses to a myriad of inquiries.
Building & Grounds	This department is responsible for the maintenance and repair of all municipally owned buildings.
Building, Planning & Zoning	he Town of Ramapo Building, Planning and Zoning Department reviews building permits, Planning Board and Zoning Board of Appeals application. The Town of Ramapo Building Department works with new homeowners and long-time residents interested in building a new home, or making alterations to an existing one,

	<p>as well as people wishing to do commercial construction and alterations, including change in occupancies. The department's objective is to help make the building permit and certificate of occupancy (C.O.) process as simple as possible. Building permits and certificates of occupancy ensure that residential and commercial properties in the Town of Ramapo meet the building codes for structural soundness.</p>
Clerk's Office	<p>The Town Clerk serves as Registrar of Vital Statistics (births, marriages, and deaths) for unincorporated Ramapo and for the Villages of Airmont, Kaser, New Hempstead, and New Square. The Clerk's Office issues various licenses and permits required by either the Town or the State of New York including Marriage Licenses and Hunting &amp; Fishing Licenses. The Town Clerk's main duties are: attends and records all meetings of the Town Board; maintains and files all Town records, including Minutes of Town Board meetings; coordinates all change of Town officials.</p>
Finance	<p>The Finance Department performs all fiscal and budgetary responsibilities for the Town of Ramapo for revenue and expenditure recognition, collection of receivables, pilot tax program and process payments of all lawful claims for which the Town is responsible. Additionally, the office maintains records of the Town capital projects and is responsible for adherence to the servicing schedule for the Town's bonded indebtedness.</p>
Highway	<p>The Town of Ramapo Highway Department is committed to providing professional, dependable, efficient, and cost effective maintenance and repair of all our roads and infrastructure. Well maintained roads create a safe and travelable environment for all those that traverse the Town, and are critical to the vitality and quality of life of all residents.</p> <p>The Ramapo Highway Department is responsible for approximately 92 centerline miles within unincorporated areas of the Town of Ramapo, and an additional 127 centerline miles in the villages we service. As an accommodation to various Villages within the Town that do not maintain their own highway departments, Ramapo's Highway Department provides highway services to the Villages of Chestnut Ridge, Kaser, Montebello, New Hempstead, New Square, Pomona, and Wesley Hills by contract. We also contract with New York State to do snow plowing of various state roads with the Town.</p>
IT Department	<p>The IT Department ensures the effective use of technology to deliver municipal services to the public and facilitate the delivery of these services by other departments. The technology and systems that are used within the Town are leading-edge, but still consistent with the Town's goals and budgets.</p>



Justice Court	The Town of Ramapo Justice Court adjudicates civil and criminal cases vehicle and traffic offences, landlord-tenant cases, civil matters with a monetary value under \$3,000 and small claims matters. The Justice Court also adjudicates violations of the Town Code. The Justice Court Clerk's staff is responsible for ensuring the proper running of the Justice Court, including having the responsibility for document filing, recording financial transactions, reporting and scheduling. Town Justices preside over all matters that come before the Ramapo Town Court.
Parks & Recreation	The Parks' Department's mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces. We will work to provide places and recreation opportunities for all people to gather, celebrate, and engage in activities that promote health, well-being, community, and the environment.
Personnel Department	The Personnel Department is responsible for: administering and coordinating employee benefits; ensuring that the Town of Ramapo is in compliance with all Rockland County and New York State Civil Service rules and regulations; implementing all applicable Federal, State, and Local laws affecting employment, compensation and labor relation performance standards.
Police Department	The Town of Ramapo Police Department has the power and authority and, it is its duty to protect life and property, prevent crime, detect and arrest offenders, preserve public peace, enforce all laws and ordinances over which the department has jurisdiction, and to regulate traffic within the Town of Ramapo.
Public Works	The Department of Public Works is responsible for the delivery of various Town services to the Public. The Director of Public Works is responsible for the proper administration and operation of the four divisions that make up the Department of Public Works. These four divisions are: Engineering, Solid Waste & Recycling, Sewers, and Central Garage. The Director of Public Works is responsible for the proper administration and operation of the four divisions that make up the Department of Public Works. These four divisions are: Engineering, Solid Waste Recycling, Sewers, and Central Garage.
Purchasing	The Purchasing Department procures goods and services for various Town departments and agencies at the lowest overall cost. Various methods are utilized to accomplish this objective including: formal competitive bidding, informal competitive proposals, or informal direct purchase.
Supervisor's Office	The Town Supervisor and his office staff oversee the administration and coordination of all Town departments. They respond to residents' interests, concerns and suggestions while overseeing the safety and welfare of Ramapo residents.

Tax Department	The Tax Office is responsible for the collection of school and property taxes for approximately 30,000 parcels. All powers and duties of this office, as well as collection procedures, are statutory and defined in the New York State Real Property Tax Law. The department offers assistance to residents, realtors, lending institutions, title companies, and other entities that may require tax information. The tax roll is available for public inspections.
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### 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 are identified accordingly in this section.

Essential Position	In-person	Remote
Supervisor	X	
Deputy Supervisor	X	
Councilperson		X
Intergovernmental Relations Coordinator		X
Director of Parks & Recreation	X	
Constituent Services Assistant		X
Confidential Assistant to Town Supervisor		X
Personnel Administrator	X	
Secretary to the Zoning Board of Appeals	X	
Director of Public Works	X	
Safety Manager	X	
Justice Court Clerk	X	
Assistant Town Attorney	X	
Town Justice		X
Director of Automated Systems	X	
Program Coordinator, Challenger Center		X
Planning Assistant		X
Director of Finance	X	
Director of Purchasing	X	
Town Clerk & Registrar	X	
Deputy Town Clerk	X	
Secretary to the Planning Board	X	
Assessor	X	
Building Inspector II	X	
Land Acquisitions Agent	X	
Receiver of Taxes & Assessment	X	
Town Attorney	X	
Court Attendant (PT)	X	
Code Enforcement Office I (PT)	X	

Superintendent of Highways	X	
Police (All)	X	
Account Clerk		X
Account Clerk Typist		X
Accountant I	X	
Accountant II	X	
Assessing Aide	X	
Assessing Clerk I	X	
Assessing Clerk II	X	
Assistant Automotive Mechanic	X	
Assistant Building Inspector	X	
Assistant Building Plans Examiner	X	
Assistant Court Clerk	X	
Assistant Fire Safety Inspector	X	
Assistant Maintenance Mechanic	X	
Assistant Recreation Activities Coordinator	X	
Automotive Mechanic I	X	
Automotive Mechanic II	X	
Building Plans Examiner	X	
Cashier	X	
Chief Fire Safety Inspector	X	
Clerk		X
Clerk Stenographer		X
Clerk Typist		X
Clerk Typist (Spanish)		X
Clerk-Courier	X	
Code Enforcement Officer I	X	
Code Enforcement Officer II	X	
Code Enforcement Officer III	X	
Code Inspector	X	
Computer Installation Assistant	X	
Courier	X	
Court Constable	X	
Custodial Worker	X	
Custodian I	X	
Custodian II	X	
Deputy Receiver of Taxes	X	
Dog Control Officer	X	
Employee Benefits Clerk Typist	X	
Engineer I		X
Engineer II		X
Engineer III	X	
Fire Safety Inspector	X	
Groundsworker	X	
Highway Maintenance Mechanic	X	

Highway Maintenance Supervisor I	X	
Highway Maintenance Supervisor II	X	
Highway Maintenance Supervisor III	X	
Information Services Assistant I	X	
Information System Manager	X	
Laborer	X	
Maintenance Helper	X	
Maintenance Mechanic I	X	
Maintenance Mechanic II	X	
Maintenance Supervisor Grounds	X	
Maintenance Supervisor Sewage System	X	
Motor Equipment Operator & Maintenance Mechanic	X	
Motor Equipment Operator I	X	
Motor Equipment Operator II	X	
Motor Equipment Operator III	X	
Office Services Aide		X
Office Services Clerk		X
Paralegal Specialist I	X	
Paralegal Specialist II	X	
Payroll Clerk	X	
Personnel Assistant	X	
Personnel Clerk		X
Police Radio Dispatcher (CAD)	X	
Police Radio Dispatcher (CAD) (Spanish Speaking)	X	
Principal Account Clerk	X	
Principal Clerk Typist	X	
Principal Registry Clerk	X	
Public Information Specialist		X
Real Property Appraiser	X	
Real Property Data Collector	X	
Real Property Data Collector II	X	
Real Property Data Collector III	X	
Real Property Valuation Assistant	X	
Receptionist	X	
Receptionist (Multi Lingual)	X	
Records Management Assistant		X
Recreation Activities Coordinator		X
Recreation Facility Attendant		X
Recreation Information Clerk I		X
Recreation Information Clerk II		X
Recreation Leader		X
Secretarial Assistant I		X
Secretarial Assistant II		X

Secretary II		X
Security Administrator (Towns)	X	
Senior Account Clerk		X
Senior Account Clerk Typist		X
Senior Clerk		X
Senior Clerk Typist		X
Senior File Clerk		X
Senior File Clerk Typist		X
Senior Groundswoker	X	
Senior Payroll Clerk	X	
Senior Payroll Clerk Typist	X	
Senior Purchasing Clerk Typist	X	
Senior Real Property Appraiser	X	
Senior Records Clerk	X	
Service Dispatcher	X	
Sewage System Mechanic I	X	
Sewer Inspector	X	
Sewer Inspector II	X	
Shop Supervisor	X	
Storekeeper Auto & Machinist	X	
Storekeeper II & Machinist	X	
Street Construction Inspector (Road Inspector)	X	
Telephone Operator	X	
Telephone Operator (Multi Lingual)	X	

**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- Upon prior approval of the Town Supervisor and/or Chief of Staff, each Department Head shall email the IT Department a list of staff members requiring remote access.
2. Approval and assignment of remote work- Department Heads shall be responsible for assigning work to their remote staff and following up weekly to ensure work is being completed timely.
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
    - i. Staff members may use their own laptop and/or cellular phone so long as said devices meet IT requirements.
  - b. Necessary peripherals

- c. Access to VPN and/or secure network drives
  - i. IT will assist staff in this process.
- 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
  - ii. If phone line forwarding is unavailable or impractical, staff shall be responsible for calling into their voicemails on a twice daily basis.

### **Process for Setting up Remote Access**

1. Staff member must install Duo Mobile Security app on their cellular phone.
2. IT must add staff member to Duo Mobile system, Open VPN domain group and grant remote access privilege.
3. Laptop must be configured with Open VPN client to establish secure, encrypted link to Town Hall.
4. Remote desktop must be configured on laptop to communicate with desktop.
5. Remote access must be enabled on desktop and staff member granted remote access to that PC.
6. Duo must be installed on desktop PC.
7. Instruct staff member how to login to laptop (if necessary), initiate Open VPN (with Duo security) and open Remote Desktop session with their desktop.

### **Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site. The Town of Ramapo will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires identification of positions for which work hours will be staggered. Each Department Head shall assign their employees to “A” and “B” Teams. Teams will be assigned in a way that ensures each department has proper coverage each day. Teams will rotate weekly or by designated days/shifts to ensure business coverage while minimizing exposure to individual employees. If the individual job specifications allow and resources are available, the alternating team may be able to work remotely on rotating days.

### **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. The Town of Ramapo will provide the following PPE to employees and contractors as needed:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

The Town of Ramapo also understands there may be a need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer 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
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.
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation.
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency.
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following current CDC guidelines as well as directions from the Town of Ramapo Public Health and Wellness Commissioner, 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, immediately notify their Department Head and the Personnel Administrator who will advise them if they must 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. The employee will be informed of current federal, state and local quarantine mandates which must be followed prior to returning to work
    - b. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - 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. The Town Supervisor, or his designee, is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed
- 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 must notify their Department Head and the Personnel Administrator 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 Ramapo 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. The Personnel Administrator must be informed in these circumstances and will ensure these protocols are followed.
- 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 as deemed necessary by the Town of Ramapo Public Health and Wellness Commission and as required by federal, state and local mandates.
    - 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, the Personnel Administrator, 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. The Personnel Administrator, or their designee, must be notified in these circumstances and is responsible for ensuring these protocols are followed

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

### **Cleaning and Disinfecting**

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

1. As possible, employees and contractors will 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 will be disinfected at least hourly.
  - b. The Director of Buildings & Grounds, or their designee, is responsible for cleaning common areas, and the frequency of such
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### **Employee and Contractor Leave**

This section is subject to change based on current Federal Law. Public health emergencies are extenuating and unanticipated circumstances in which the Town of Ramapo 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, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Ramapo will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

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 Ramapo, and as such are not provided with paid leave time by the Town of Ramapo, unless required by law.

### **Employee Travel**

Employees must notify their Department Head and the Personnel Administrator if they are voluntarily traveling beyond a state contiguous to New York (New Jersey, Connecticut, Massachusetts, Pennsylvania, Vermont) for more than 24 hours. These employees are not eligible for paid emergency leave and must follow the mandatory quarantine restrictions using their own time prior to returning to work.

### **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 Ramapo to support contact tracing within the organization and may be shared with local public health officials.

### **Work Hours**

Employees working from home must document their hours as directed by their Department Head or the Personnel Administrator.

### **Screening Protocols**

In a public health emergency, employees will be screened each day before entering the building. All employees must sign in, answer a series of questions related to symptoms, exposure and recent travel, and have their temperatures taken. All employees are required to wear a mask or other PPE as deemed necessary and/or required by the CDC or federal, state or local mandates.

Any employee who does not adhere to the screen protocols or has an elevated temperature must leave the building and contact the Personnel Administrator immediately by phone.

### **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 Ramapo'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 Ramapo will coordinate with Good Samaritan Hospital to provide private rooms for employee. Cots and blankets may also be available through the Town of Ramapo in the Council Room as needed.