

TOWN OF NEVERSINK

PUBLIC HEALTH EMERGENCY OPERATIONS PLAN (NYS LABOR LAW SECTION 27-C)

April 2021

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law Section 27-c.

This plan has been developed with the input of the AFL-CIO Council 66, 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.

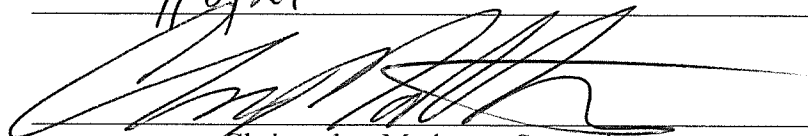
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Neversink, 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 to address public health emergency planning requirements.

Date Signed:

4/8/21

Signature:



Christopher Mathews, Supervisor
Town of Neversink

I, a representative of the AFL-CIO Council 66, hereby acknowledge that this document has been reviewed and accepted.

Signature:



Print Name/Title:

Edwin C. McCarthy

Date:

3/30/2021

TOWN OF NEVERSINK

SECTION 27-C OPERATIONS PLAN

Pursuant to Section 27-c of the New York Labor Law, the Town of Neversink (the “Town”) has prepared the following plan for the continuation of operations in the event the Governor declares a state disaster emergency involving a communicable disease (“state disaster emergency”). This plan is subject to change at the discretion of the Town Board in accordance with applicable law and guidance from local, state, and federal health or other agencies, including but not limited to the Centers for Disease Control and Prevention (“CDC”). Nothing in this plan shall be deemed to impede, infringe, diminish or impair the rights of the Town or any employee or collective bargaining representative under any law, rule, regulation or collective bargaining agreement.

a. Restricted Access and Personal Protective Equipment.

1. In the event of a state disaster emergency, Town Hall and other Town buildings may be closed completely at the direction of the Governor and/or Supervisor. In the event Town buildings remain open, access may be limited to “essential” employees identified below. Further, the public’s access may be limited to certain areas of Town buildings. Additional measures may be taken to limit physical or close contact among individuals in accordance with applicable laws and guidance. Employees may also be prohibited or restricted from working in others’ private homes or at other remote locations.
2. Disposable masks will be procured from a third-party vendor and stored at the worksite. Masks will be restocked regularly to ensure employees may replace them should they become damaged or unsanitary. In the event a Department Head believes additional personal protective equipment (“PPE”) is required, they may submit a request to the Town Board who will review it and procure and distribute such PPE to the extent the Board deems it appropriate to do so.

b. Essential Positions and Titles.

1. Effective April 1, 2021, the Town considers the following types of positions to be “essential” as defined by Section 27-c (1)(d) because they require: direct interaction with the public; physical inspection of premises; manual labor; and/or access to physical Town records: See Appendix “A”
2. Though an essential role requires some presence by an employee in order to perform the job, an essential employee may still be able, and required, to perform some job functions remotely.
3. The Town reserves the right to modify the above list in the event of a state disaster emergency in accordance with factors including, but not limited to, Town operations

and needs, as well as technological capabilities and applicable laws, rules and regulations.

4. The Town shall continue to provide reasonable accommodations to employees with disabilities in accordance with applicable law.

c. Non-Essential Positions and Titles.

1. The Town's Information Technology ("IT") Contractor is prepared to enable non-essential employees (as defined by Section 27-c (1)(c)) identified by the Town to telecommute promptly in the event of a state disaster emergency that requires them to be away from their worksite. The IT Contractor provides the necessary secure connections to employees' workstations to ensure full access for those employees working remotely, including essential employees who may perform some of their duties away from the work site. The Town's phone system allows all employees to access voicemail.
2. In the event a Department Head believes any additional devices or technology are required, they may submit a request to the Town Board who will review it and procure and distribute such devices or technology to the extent the Board deems it appropriate to do so.

d. Responding to Positive Tests and Exposures.

1. Any Town employee, contractor, or elected official who tests positive for the communicable disease causing the state disaster emergency must notify the Town Supervisor and their Department Head immediately and stay away from the worksite until further notice. In accordance with applicable law, individuals who test positive may also be required to submit a copies of lab reports and/or isolation orders. Individuals who test positive will receive leave time in accordance with applicable law, Town policies, and collective bargaining agreements.
2. Any Town employee, contractor, or elected official who is exposed to (as defined by the CDC) or shows symptoms of the communicable disease causing the state disaster emergency must notify the Town Supervisor and their Department Head immediately and stay away from the worksite until further notice. Such individuals will receive leave time in accordance with applicable law, Town policies, and collective bargaining agreements.
3. In the event any Town employee, contractor, or elected official tests positive for, is exposed to, or exhibits symptoms of the communicable disease causing the state disaster emergency, the Town may take actions including, but not limited to:

- i. Gathering information from the individual regarding their activities and possible exposures in the workplace;
 - ii. Notifying other individuals who may have been exposed to the communicable disease, consistent with applicable laws and guidance including but not limited to those regarding workplace safety and employee confidentiality;
 - iii. Notifying required local, State, and/or federal agencies or entities;
 - iv. Closing buildings or areas of buildings used by the individual(s) suspected or confirmed to have the communicable disease;
 - v. Opening outside doors and windows to increase air circulation in the area;
 - vi. Cleaning and disinfecting areas used by the person suspected or confirmed to have the communicable disease, such as offices, bathrooms, common areas, and shared equipment;
 - vii. Staggering work shifts;
 - viii. Securing emergency housing for exposed employees, contractors, or elected officials; and
 - ix. Following any other requirements determined by the New York State Department of Health, such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.
4. To aid in the gathering of relevant information and provision of benefits, essential employees and contractors will be required to precisely track their work locations and hours in a manner prescribed by the Town.

APPENDIX A

Assessor's Office

Buildings/Grounds

Justice Court

Planning Board, Zoning Board of Appeals and Board of Assessment Review

Parks Department

Business Office

Highway Department

Supervisor's Office

Town Clerk/Tax Collector's Office

Payroll/Human Resources Office

ASSESSOR'S OFFICE

Essential Positions:

Assessor – Work in the office; if needed, work remotely as desired.

Assessor's Clerk – Work in the office; minimally, to check telephone messages and mail.

Remote Work Plan:

- Telephone system can be programmed to forward all incoming calls to a cellphone of the essential worker.
- Remote computer access can be established using software.
- Mailings (after printed in the office) can be folded, stuff, labeled, sealed (then stamped in the office).

Staggered Work Shifts:

- The Assessor can stagger the work load so both the Assessor and the Assessor's Clerk are not in the office at the same time.

Document Hours and Work locations for "Essentials":

- Essential Office Hours are to be determined by the Assessor. This will provide ample time for each worker to do what absolutely needs to be done to be sure the office is operational and does not become deficient. This time should be used to accomplish what cannot be done remotely and the prep for the work that can be done remotely.
- Work Location – Assessor's Office or Assessor's Home.
- Each worker will be required to maintain a paper log tracking their hours at each location. The information will be used for contact tracing and should be submitted to the Payroll Clerk at the end of each pay period.

Policy on Procurement of PPE:

For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk's supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

BUILDINGS/GROUNDS

Essential Positions:

Janitorial Services – members of the Town of Neversink, cleaning the Town of Neversink buildings.

Maintenance Services – members involved in the maintenance of the Town of Neversink Town Hall and all other Town of Neversink buildings.

Remote Work Plan:

Not applicable.

Staggered Work Shifts:

All members of the Town of Neversink Janitorial and Maintenance Departments will work independently.

Document Hours and Work Locations for “Essentials”:

- Essential Office Hours are to be determined by the Town of Neversink Supervisor. This will provide ample time for each worker to do what absolutely needs to be done to be sure the office is operational and does not become unsanitary. All employees should work using social distancing protocols and with PPE requirements in place.
- Work Location – All Town of Neversink buildings.
- Each worker will be required to maintain a paper log tracking their hours at each location. The information will be used for contact tracing and should be submitted to the Payroll Clerk at the end of each pay period.

Policy on Procurement of PPE:

- For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk’s supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

JUSTICE COURT

NOTE – The Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, the New York State Office of Court Administration holds dominion over Justice Courts 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 and the Town Supervisor will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

PLANNING BOARD OF ASSESSMENT; ZONING BOARD OF APPEALS AND BOARD OF ASSESSMENT REVIEW

Essential Positions:

All Town of Neversink Board Members and Alternates are essential for a quorum for Town of Neversink meetings.

Remote Work Plan:

If all Town of Neversink meetings can be completed by electronic meetings, ie zoom meetings, google hangouts, etc., than that should be the first choice. If these meetings are unable to be participated by electronic meetings, that all other Town of Neversink protocols should be followed.

Document Hours and Work Locations for “Essentials”:

- The Chairman for each committee will be responsible for the documentation of personnel at each meeting, meeting location and hours presented; the Chairman will also be responsible for submitting this information to the Town of Neversink Payroll Clerk.
- Work Location – All Town of Neversink buildings.
- All personnel/participates in these meetings will be required to follow the Town of Neversink protocols during these meetings.

Policy on Procurement of PPE:

- For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk’s supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

PARKS DEPARTMENT

Essential Personnel:

Director – The Director of the Parks Department may conduct business via telephone, mail or remotely.

Non-Essential Personnel:

The Town of Neversink Board members will meet only if necessary, to discuss Parks Department issues/items. The preferred meeting location should be remotely.

Remote Work Plan:

If all Town of Neversink meetings can be completed by electronic meetings, ie zoom meetings, google hangouts, etc., than that should be the first choice. If these meetings are unable to be participated by electronic meetings, then all other Town of Neversink protocols should be followed.

Document Hours and Work Locations:

The Director of the Parks Department will be responsible for documentation of personnel at the meeting, it's location and hours. The Director of Parks Department will be responsible for submitting this information to the Town of Neversink Payroll Clerk.

Policy on Procurement of PPE:

- For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk's supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

BUSINESS OFFICE

Essential Positions:

Budget Officer – is responsible for maintaining the Town of Neversink Town Budget.

Bookkeeper to the Town of Neversink Supervisor – is responsible for keeping monetary transactions and records up-to-date.

Remote Work Plan:

If all Town of Neversink business can be completed by electronic meetings, ie zoom meetings, google hangouts, etc., than this should be the first choice. If business is unable to be completed by electronic means, then all other Town of Neversink protocols should be followed, if business is to be done in the Town Hall.

Document Hours and Work Locations:

All documentation will be kept by the Bookkeeper and submitted to the Payroll Clerk at the end of each week.

Policy on Procurement of PPE:

- For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk's supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

HIGHWAY DEPARTMENT

Essential Positions:

Superintendent of Highways: This position is in charge of care, custody and control of Town of Neversink roads, equipment, highway personnel, and Town of Neversink buildings pertaining to this department.

Deputy Superintendent of Highways: This position will assist the Superintendent of Highways with everyday items, that the Superintendent deems necessary.

Town of Neversink Highway Employees: Responsible to maintain town roads and related infrastructure of the Town of Neversink, as directed by the Superintendent of Highways or his/her designee.

Non-Essential Positions:

Part-time and Seasonal Employees: Personnel to be called in only for emergency needs, as deemed necessary by the Superintendent of Highways and/or by his/her designee.

Staggered Work Shifts:

- Work shifts will be staggered by the Superintendent of Highways and/or his/her designee.
- All work tasks will be organized to keep social distancing between employees and employee to employee contact to a minimal.

Document Hours and Work Locations:

- This task is to be completed by the Superintendent of Highways and/or his/her designee. This documentation should be kept on file in the Superintendent of Highways office.

Policy on Procurement of PPE:

- For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Superintendent of Highways' supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

SUPERVISOR'S OFFICE

Essential Positions:

Supervisor: Responsibility to oversee the daily operations required to operate the Town of Neversink successfully, and to oversee the daily operations in the smaller departments of the Town, such as the Transfer Station, Dog Control, Cemetery Maintenance, Payroll Dept., etc.

Supervisor's Assistant: Responsible for maintaining day to day operations, as directed by the Town of Neversink Supervisor.

Remote work plan:

- Both the Supervisor and Supervisor's Assistant can work remotely.
- Remote computer access can be established using software.

Document Hours and Work Locations for "Essentials":

- Essential Office Hours – Monday – Friday: This will provide ample time for each worker to do what absolutely needs to be done to be sure the office is operational and does not become deficient. This time should be used to accomplish what cannot be done remotely and the prep for the work that can be done remotely.
- Work Location – Town Supervisor and Supervisor's Assistant offices and/or their homes.
- Each worker will be required to maintain a paper log tracking their hours at each location. The information will be used for contact tracing and should be submitted to the Payroll Clerk at the end of each pay period.

Policy on Procurement of PPE:

- For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk's supply cabinet. It will be monitored to ensure integrity and to track usage of rates.

TOWN CLERK/TAX COLLECTOR'S OFFICE

Essential Positions:

- Town Clerk – Is responsible for the everyday workings of the office. Fields telephone calls from residents and directs them to the departments they need answers from. Maintain the records of the Town to be sure an accurate history is correctly recorded. Conduct transactions via telephone, mail and remotely. During an emergency, the Town Clerk should be in the office as minimal hours per week, if possible. He/She would continue to work remotely if a work plan is in place.
- Deputy Town Clerk – during an emergency, the Deputy Town Clerk, should be in the office a minimal number of hours, as directed by the Town Clerk.

Remote work plan:

- Telephone system can be programmed to forward all incoming calls to a cellphone of the essential worker.
- Remote computer access can be established using software.
- Mailings (after printed in the office) can be folded, stuff, labeled, and sealed at a remote location; then stamped in office.

Staggered Work Shifts:

- Town Clerk – To be determined by the Town Clerk.
- Deputy Town Clerk – To be determined by the Town Clerk.

Document Hours and Work Locations for "Essentials":

- Essential Office Hours - Monday – Friday, to be determined by the Town Clerk: This will provide ample time for each worker to do what absolutely needs to be done to be sure the office is operational and does not become deficient. This time should be used to accomplish what cannot be done remotely and the preparation for the work that can be done remotely.
- Work Location – Town Clerk's Office or Workers Home.
- Each worker will be required to maintain a paper log tracking their hours at each location. The information will be used for contact tracing and should be submitted to the Payroll Clerk at the end of each pay period.

Policy on Procurement of PPE:

For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk's supply cabinet storage. It will be monitored to ensure integrity and to track usage rates.

PAYROLL/HUMAN RESOURCES OFFICE

Essential Positions:

Responsible for maintaining employee's personnel, payroll, HIPAA records, payroll timesheets and retirement reporting.

Remote Work Plan:

- Telephone system can be programmed to forward all incoming calls to a cellphone of the essential worker.
- Remote computer access can be established using software.
- Mailings (after printed in the office) can be folded, stuff, labeled, sealed (then stamped in the office).

Document Hours and Work locations for "Essentials":

- Essential Office Hours are to be determined by the Supervisor. This will provide ample time for each worker to do what absolutely needs to be done to be sure the office is operational and does not become deficient. This time should be used to accomplish what cannot be done remotely and the prep for the work that can be done remotely.
- Work Location – Payroll Clerk's Office and/or home office.
- Each worker will be required to maintain a paper log tracking their hours at each location. The information will be used for contact tracing and should be submitted to the Payroll Clerk at the end of each pay period.

Policy on Procurement of PPE:

For this office, the use of PPE to reduce the spread of a disease will include (but not limited to): masks, face shields, gloves, hand sanitizer and disinfectant soap. Pursuant to the law, at least two pieces of each will be available to each employee of the office for any given workday with at least a six-month supply on hand. PPE will be stored in the Town Clerk's supply cabinet storage. It will be monitored to ensure integrity and to track usage rates.