



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: MARCH 23, 2021
AGENDA ITEM SECTION: MATTERS REQUIRING ACTION
AGENDA ITEM NO. : 4
AGENDA ITEM: CONSIDER A MOTION TO APPROVE THE VILLAGE OF DOBBS FERRY PANDEMIC OPERATIONS PLAN
ITEM BACKUP DOCUMENTATION: 1. VILLAGE OF DOBBS FERRY PANDEMIC OPERATIONS PLAN

VILLAGE OF DOBBS FERRY

***PANDEMIC
OPERATIONS PLAN***

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PART I INTRODUCTION

A. General Purpose

1. The purpose of this Pandemic Operations Plan ("Plan") is for the Village of Dobbs Ferry ("Village") to have readily available a plan for the continuation of Village operations and services in the event that the Governor declares a public health emergency involving a communicable disease.
2. The Village reserves the right to amend or modify this Plan at the Village's discretion and/or as may be required by law.
3. Any questions concerning this Plan should be presented to the Village Administrator.

B. Exceptions and Conflicts

1. The Village does not guarantee that the policies, protocols and procedures contained in this Plan will be applied in all cases. The Village Board, at its sole discretion, may amend or make exceptions to any part of this Plan where such amendments or exceptions are permissible and/or required by law.
2. This Plan is subject to change in order to comply with Federal, State or local law, including Executive Orders, and guidance issued by the New York State or local Department of Health, the U.S. Center for Disease Control and Prevention ("CDC"), and other appropriate authorities.
3. In the event a Federal, State or local law, rule, or regulation conflicts with any provision contained herein, then such law, rule, or regulation shall prevail.

C. Definitions

For purposes of this Plan, the following definitions shall apply:

1. Communicable Disease: An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
2. Contractor: An individual performing services as a party to a contract awarded by the Village. A contractor is not a Village employee.

3. Department Head:

- a. The Police Chief is the Department Head for all employees in the Police Department;
 - b. The Foreperson is the Department Head for all employees in the Department of Public Works;
 - c. The Village Clerk is the Department Head for all employees in the Office of the Village Clerk;
 - d. The Superintendent of Recreation is the Department Head for all employees in the Recreation Department;
 - e. The Court Clerk is the Department Head for all employees in the Justice Court;
 - f. The Treasurer is the Department Head for all employees in the Treasurer's Office;
 - g. The Building Inspector is the Department Head for all employees in the Building Department; and
 - h. The Village Administrator is the Department Head for all other employees.
4. Employee: A person employed by the Village, including, but not limited to, part-time employees, full-time employees, permanent employees, provisional employees, probationary employees, temporary employees, seasonal employees, and appointed members of a Board or Commission. Elected officials and contractors are not designated as employees for purposes of this Plan.
5. Essential: A designation made by the Village that an employee or contractor is required to be physically present at a work site to perform his or her job.
6. Non-Essential: A designation made by the Village that an employee or contractor is not required to be physically present at a work site to perform his or her job.
7. Personal Protective Equipment (PPE): Equipment worn to minimize exposure to hazards, including gloves, face-coverings/masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

PART II ESSENTIAL EMPLOYEES

The titles/positions listed below are deemed by the Village as essential in the event of a lawfully-ordered reduction of the Village's in-person workforce. (Civil Service job descriptions of these positions are available on the County's website.)

<i>Department</i>	<i>Titles</i>	<i>Justification</i>
Police Department	Police Chief, Lieutenant, Sergeant, Detective, Police Officer	To provide and maintain traffic control and public safety.
Department of Public Works	Foreperson, Motor Equipment Operators (I & II), Sanitation Workers and Road Maintainers	To maintain roadways to allow for the safe and efficient transportation of goods and services, including the travel for health care workers, police, volunteer firefighters, and other essential persons; public health and safety.
Justice Court	Court Clerk and Assistant Court Clerk	To continue to orderly operate the Justice Court.
Building Department	Code enforcement officers (Building Inspector, Assistant Building Inspectors, Fire Inspector and Office Assistants)	To continue home and commercial construction, compliance with building codes, and fire safety; public health and safety.
Treasurer's Office	Treasurer, Deputy Treasurer, Payroll Clerk	To ensure that employees and Village debts are paid; ensure continuity of public services.
Recreation Department	Superintendent of Recreation, Recreation Assistants, Senior Advocate	To ensure the safe maintenance and operation of Village facilities, parks and any areas open to the public. To provide additional programming for residents when necessary.

PART III TELECOMMUTING / REMOTE WORK

The protocols listed below are to enable certain non-essential employees assigned by the Village to work remotely.

A. Assignment to Work Remotely

The Village Administrator, in consultation with each Department Head, shall determine on a case-by-case basis which positions will be designated for telecommuting or remote work in the event of a lawfully-ordered reduction of the Village's in-person workforce. Initially, it appears the following positions may lend themselves to telecommuting:

Administrative support staff in the:

- *Department of Public Works*
- *Administrator's office*
- *Building Department*
- *Finance Department*
- *Department of Recreation*

Some administrative functions by other employees may also be performed remotely as needed.

B. Devices/Technology

1. The Village Administrator's Office, in collaboration with the appropriate Department Head, shall:
 - a. Equip non-essential employees who are assigned to work remotely with remote access to their worksite devices;
 - b. Provide non-essential employees who are assigned to work remotely with any necessary technology and software to complete their job duties while working remotely, which may include the downloading and installation of certain needed devices, technology and programs; and
 - c. Ensure the transfer of the Department phone calls to non-essential employees working remotely and/or a designated essential employee.
2. Village employees shall review the Village's Employee Handbook for policies related to telephone/cell phone usage and computer and internet usage.

3. Nothing in this Plan is intended or shall be deemed to modify, limit or otherwise restrict the Village's right(s) to abolish positions or implement furloughs or layoffs, as may be necessary.

PART IV PROTOCOLS FOR THE WORKPLACE

A. Workplace Isolation

The protocols listed below are intended to reduce close contact between and amongst employees and the public. These protocols may differ from Department to Department, and employees should review the applicable section below.

1. Police Department

- a. Access to Workplace - In the event an essential employee in the Police Department believes he/she may be experiencing symptoms of a communicable disease (e.g., fever, joint ache, congestion, but may vary depending on the disease), the employee shall not enter the workplace and shall immediately notify a supervising officer or member of the Department who will arrange for the employee's temperature to be taken and for an assessment of other possible symptoms.
- b. Vehicles - To the extent possible, only one (1) person shall be assigned per Police vehicle.
- c. Face-Coverings - The Police Department shall provide face-coverings to its employees. Every employee shall wear an approved face-covering any time when the employee is in an enclosed area or unable to keep a six (6) foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.
- d. Distancing - To the extent possible, every employee must keep a distance of at least six (6) feet between themselves and other employees and any members of the public.
- e. Break Room - No more than two (2) persons may assemble in the break room to preserve social distancing protocols. Occupants must wear face coverings (except for eating) and maintain six (6) feet distance from any other occupant.

- f. Hand Washing - Employees should frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.
- g. Disinfecting of Vehicles/Shared Equipment - The Police Chief or his/her designee shall ensure the regular cleaning, sterilizing, and disinfecting of Police Department vehicles (knobs, dash, handles, steering wheels, etc.) and any shared equipment (e.g., radios, body cameras, etc.).
- h. Disinfecting of Facilities - The Police Chief or his/her designee shall ensure the daily cleaning, sterilizing, and disinfecting of the Police Department, including the cleaning of any doorknobs, light switches, chairs, etc.

2. Department of Public Works (DPW)

- a. Access to Workplace - In the event an essential employee in the DPW believes he/she may be experiencing symptoms of a communicable disease (e.g., fever, joint ache, congestion, but may vary depending on the disease), the employee shall not enter the workplace and must immediately notify the *Foreperson* who will arrange for the employee's temperature to be taken and for an assessment of other possible symptoms.
- b. Vehicles - To the extent possible, only one (1) person shall be assigned per Village vehicle.
- c. Staggered Work Shifts / Days / Weeks – If possible, the Village may seek to implement staggered work shifts/days/weeks for employees in the DPW. If the Village seeks to implement staggered work shifts/days/weeks, the Village Administrator may contact any affected employees' bargaining representative(s), to the extent necessary, to discuss and/or negotiate any changes to the employees' terms and conditions of employment.
- d. Face-Coverings - The DPW shall provide face-coverings to its employees. Every employee shall wear an approved face-covering any time when the employee is in an enclosed area or unable to keep a six (6) foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.
- e. Distancing - To the extent possible, every employee must keep a distance of at least six (6) feet between themselves and other employees and any members of the public.

- f. Break Room - No more than two (2) persons may assemble in the break room to preserve social distancing protocols. Occupants must wear face coverings (except for eating) and maintain six (6) feet distance from any other occupant.
- g. Hand Washing - Employees should frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.
- h. Disinfecting of Vehicles/Shared Equipment - The *Foreperson* or his/her designee shall ensure the regular cleaning, sterilizing, and disinfecting of DPW vehicles (knobs, dash, handles, steering wheels, etc.) and any shared equipment (e.g., tools, machinery).
- i. Disinfecting of Facilities - The *Foreperson* or his/her designee shall ensure the daily cleaning, sterilizing, and disinfecting of the DPW building and facilities, including the cleaning of any doorknobs, light switches, chairs, etc.

3. Justice Court

The Justice Court must comply with any orders and guidance issued by State officials, including the New York State Chief Administrative Judge, the Third Judicial District Administrative Judge, and the Office of Court Administration. If during a public health emergency any of the foregoing officials or agencies have issued orders/guidance applicable to the Justice Court that conflict with this Plan, the Village Justice Court shall follow the State orders/guidance.

- a. Access to Workplace - In the event an essential employee in the Justice Court believes he/she may be experiencing symptoms of a communicable disease (e.g., fever, joint ache, congestion, but may vary depending on the disease), the employee shall not enter the workplace and must immediately notify the Court Clerk who will arrange for the employee's temperature to be taken and for an assessment of other possible symptoms.
- b. Face-Coverings - The Village shall provide face-coverings to employees. Every employee must wear an approved face-covering any time when in an enclosed area or unable to keep a six (6) foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.
- c. Distancing - To the extent possible, every employee must keep a distance of at least six (6) feet between themselves and other employees and any

members of the public. Employee work stations (desks) will be placed at least six (6) feet apart to extent practicable.

- d. Hand Washing - Employees should frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.
- e. Disinfecting of Shared Equipment – The *Court Clerk* or his/her designee shall ensure the regular cleaning, sterilizing, and disinfecting of any shared equipment (e.g., computers, desks, etc.).
- f. Disinfecting of Facilities - The *Court Clerk* or his/her designee shall ensure the daily cleaning, sterilizing, and disinfecting of the Court Room and Court offices (doorknobs, light switches, chairs, etc.).

4. Other Essential Employees

- a. Access to Workplace - In the event an employee believes he/she may be experiencing symptoms of a communicable disease (e.g., fever, joint ache, congestion, but may vary depending on the disease), the employee shall not enter the workplace and must immediately notify the appropriate Department Head (e.g., Village Administrator, Police Chief, Building Inspector, etc.) who will arrange for the employee's temperature to be taken and for an assessment of other possible symptoms.
- b. Isolation - To the extent possible, only one (1) person shall be assigned per Village vehicle.
- c. Face-Coverings - The Village Administrator's Office shall provide face-coverings to employees, to the extent not already provided by the employee's Department Head. Every employee must wear an approved face-covering any time when in an enclosed area or unable to keep a six (6) foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.
- d. Distancing - To the extent possible, every employee must keep a distance of at least six (6) feet between themselves and other employees and any members of the public. Employee work stations (desks) will be placed at least six (6) feet apart to extent practicable.

- e. Break Room - No more than *two* (2) persons may assemble in the break room to preserve social distancing. Occupants must wear face coverings (except for eating) and maintain six (6) feet distance from any other occupant.
- f. Hand Washing - Employees should frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol (provided; located by time clock).
- g. Disinfecting of Vehicles/Shared Equipment - The Village Administrator or his/her designee shall ensure the regular cleaning, sterilizing, and disinfecting of vehicles and equipment (knobs, dash, handles, steering wheels, etc.) that are stationed at or parked at Village Hall. This does not include Police vehicles.
- h. Disinfecting of Facilities - The Village Administrator or his/her designee shall ensure the daily cleaning, sterilizing, and disinfecting of the Village Hall (doorknobs, light switches, chairs, etc.).

B. Personal Protective Equipment

1. The Village Administrator's Office shall ensure the procurement of the appropriate PPE for essential employees and contractors based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two (2) pieces of each type of PPE to each essential employee and contractor during any given work shift over at least a six (6) month period of time.
2. The Village Administrator's Office shall ensure the storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration. The PPE will be stored, to the extent space allows, in *Village Hall*.

C. Daily Monitoring

The CDC and the N.Y.S. Department of Health issued guidelines and mandatory practices required for the workplace in the event of a public health emergency. The Village shall adhere to any required and/or recommended practices as closely as possible and as they may change from time-to-time. The practices listed below shall be followed by all Village employees, contractors and visitors at Village Hall and Village facilities, which includes the screening of temperatures and symptoms.

1. Daily Health Questionnaire: Every employee, and any contractor working at a Village worksite, facility or office, shall complete the Village's Daily Health

Questionnaire each work day. The Daily Health Questionnaire shall be signed and submitted by the employee or contractor to his/her supervisor or Department Head prior to the start of each work day. Department Heads shall be responsible for maintaining these records until notified by the Village Administrator's Office that the records may be disposed. The Daily Health Questionnaire may be electronic or on paper.

2. Daily Temperature Testing: Each Department Head shall be trained to review the information provided in the Daily Health Questionnaire and may be responsible for administering a daily temperature test to their employees or on-site contractors.
 - a. If this process is initiated, the Department Head shall administer and record the daily temperature test of each employee and contractor and log their temperature with the Department Head's initials on the employee/contractor's Daily Health Questionnaire. The daily temperatures/logs shall be delivered to the Village Administrator on at least a weekly basis and shall be stored in a single, secure location.
 - b. In order to avoid viral contamination, there shall be no personal contact between the Department Head and the employee/contractor during the temperature taking process. Both the Department Head administering the temperature test and the employee/contractor being tested must wear protective face coverings. The Department Head shall wear gloves and practice health and safety protocols including surface disinfections and social distancing of employees/contractors while taking temperatures.
 - c. Any employee/contractor with a temperature over 100.4 degrees Fahrenheit shall immediately leave the workplace and return home, however, this temperature value may change based upon the specifics of the situation, governmental guidance or Executive Orders, etc. The Department Head shall immediately notify the Village Administrator who will notify the Westchester County Department of Health for appropriate action (e.g., diagnostic testing; quarantining).
3. Village employees/contractors shall report any unusual health conditions they experience or observe in others to the appropriate Department Head and/or to the Village Administrator's Office.

D. Suspected and Known Exposures

Employees and contractors who work at a Village facility, worksite or office shall follow the procedure below if he/she is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace.

1. **Unverified Illness:** Any employee or contractor who is sick should stay home or go home if they become sick at work.
 - a. If the employee or contractor has reason to believe they are experiencing symptoms of a communicable disease that is the subject of a public health emergency, the employee/contractor must immediately notify the Westchester County Department of Health and follow all instructions issued to them by the County Department of Health.
 - b. In accordance with the Village Employee Handbook and/or applicable collective bargaining agreement, to report an absence due to illness the employee shall, if able, contact his/her Department Head, or leave a message on the Department's answering system, as soon as possible before the start of the employee's scheduled reporting time. Unless the absence was pre-authorized, the employee must give notice each day of the absence.
2. **Verified Illness:** An employee or contractor who tests positive or is otherwise quarantined for a communicable disease that is the subject of the public health emergency must stay home and, as soon as possible, notify the Village Administrator's Office.
 - a. Unless the diagnostic test was done by the Westchester County Department of Health, the employee or contractor must immediately notify the Westchester County Department of Health and follow all instructions issued to them by the County Department of Health.
 - b. The Village Administrator shall review the Daily Log of Visitors and notify the Westchester County Department of Health of every person in contact with an infected person.
3. **Disinfecting of Workspace and Equipment:** Upon notification of an employee or contractor diagnosed, showing symptoms, or testing positive for a communicable disease that is the subject of the public health emergency, the appropriate Department Head shall ensure that the work area of any employee or contractor known or suspected to be infected is immediately and thoroughly disinfected in accordance with the N.Y.S. Department of Health guidelines. The same applies

to any common area surface and shared equipment such employee or contractor may have touched.

E. Leaves of Absence

1. Unverified Illness: An employee or contractor who answers “yes” to any of the symptoms on the Daily Health Questionnaire, or has reason to believe they are experiencing symptoms of a communicable disease that is the subject of a public health emergency, will be required to leave the workplace and return home.
 - a. The employee or contractor shall immediately contact the Westchester County Department of Health for appropriate action (e.g., diagnostic testing; quarantining) and shall fully comply with all directives issued by the County Department of Health.
 - b. The employee shall be placed on a “temporary leave of absence” until the Village Administrator’s Office has determined that the employee may either: (1) be placed on a paid leave status or use accumulated paid time off (e.g., sick leave, paid leave offered by the Village due to the public health emergency); (2) work remotely; (3) be placed on an unpaid leave of absence; or (4) safely return to the workplace based on the findings of the Westchester County Department of Health and/or the employee’s treating physician.
 - c. Notwithstanding the above, the Village Administrator, in consultation with the appropriate Department Head, may direct the employee to work from home during a period of quarantine if the employee is able to do so.
 - d. An employee who feels ill and is not reporting to work without a positive test result or other diagnosis for a communicable disease that is the subject of a public health emergency is not eligible for the “temporary leave of absence”, above, but may draw on sick leave credits for the illness.
2. Exposure to Others: An employee or contractor who has been identified to be in close contact with a person who is/was infected or quarantined, either through “contact tracing” or by reasonable belief, will be required to leave the workplace and return home.
 - a. The employee or contractor shall immediately contact the Westchester County Department of Health for appropriate action (e.g., diagnostic testing;

quarantining) and shall fully comply with all directives issued by the County Department of Health.

- b. The employee shall be placed on a “temporary leave of absence” until the Village Administrator’s Office has determined that the employee may either: (1) be placed on a paid leave status or use accumulated paid time off (e.g., sick leave, paid leave offered by the Village due to the public health emergency); (2) work remotely; (3) be placed on an unpaid leave of absence; or (4) safely return to the workplace based on the findings of the Westchester County Department of Health.
 - c. Notwithstanding the above, the Village Administrator, in consultation with the appropriate Department Head, may direct the employee to work from home during a period of quarantine if the employee is able to do so.
- 3. **Verified Illness**: Any employee or contractor who tests positive for a communicable disease that is the subject of a public health emergency shall notify the Village Administrator’s Office or his/her Department Head as soon as possible and not report to work. The employee or contractor shall immediately contact the Westchester County Department of Health to report their diagnosis and shall fully comply with all directives issued by the County Department of Health.
 - a. In the event the employee is ordered to quarantine, the employee shall be placed on a “temporary leave of absence” for the duration of the quarantine during which the employee may use his/her accumulated paid sick leave or other applicable leave offered by the Village due to the public health emergency.
 - b. Notwithstanding the above, the Village Administrator, in consultation with the appropriate Department Head, may direct the employee to work from home during a period of quarantine if the employee is able to do so.
- 4. **Travel to “Hot Spots”**: Any employee who travels to a location designated by the federal, state or local government as a “hot spot” or a location with an increased risk of contracting the communicable disease, must immediately notify the Westchester County Department of Health and the Village Administrator’s Office who may order appropriate action (e.g., diagnostic testing; quarantining).

An employee who voluntarily travels to such a “hot spot” and is ordered to quarantine will be placed on a “temporary leave of absence” without pay and may not draw on paid leave credits.

F. Contact Tracing

1. Employee Work Records: In the event there is a communicable disease that is the subject of a public health emergency, each Department Head must document the precise hours and work locations, including off-site visits, for essential employees and contractors, for each work day.
2. Daily Log of Visitors: In the event there is a communicable disease that is the subject of a public health emergency, each Department Head must ensure that a daily log is kept of all visitors, delivery personnel, or outside vendors entering Village Hall, worksites or facilities, with records of the date and time they entered and left the location.
3. Notification of Department of Health: If a suspected or known case of a communicable disease that is the subject of a public health emergency is reported to the Village by an employee, contractor, or someone who visited Village Hall, a Village worksite or Village facility, the Village Administrator's Office shall contact the Westchester County Department of Health to implement "contact tracing".

G. Emergency Housing

If necessary and to the extent applicable to the needs of the workplace, the Village Administrator will contact the Westchester County Department of Health to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency.

H. Personal Health Data

1. All personal health data collected of an employee is confidential and shall only be used for communicable disease data collection and/or contact tracing by the Westchester County Department of Health.
2. The identification of an employee infected with a communicable disease that is the subject of the public health emergency shall remain confidential to the public and other Village employees unless directed otherwise by the Westchester County Department of Health or other lawful authority.

I. Data Retention

1. All collected communicable disease health data shall be archived by the Village Administrator's Office and kept in a confidential medical file apart from the employee's personnel files until the data is no longer necessary for public health purposes.

2. Any lost, hacked, stolen or unauthorized disclosure of health or medical information shall be immediately reported to the Village Administrator's Office.