

Town of Granville Health Emergency Plan

This plan is developed for continuing operations of the Town of Granville in the event of a declared public health emergency involving a communicable disease. This plan will identify essential positions, provisions for remote work, provisions of personal protective equipment (PPE) , and protocols for supporting contact tracing. This plan is developed for the Town of Granville (Town) for use during a declared public health emergency in New York State and in the interest of the safety of our employees to insure the continued operations of the Town.

The health and safety of our employees is crucial to continuing essential operations. During a public health emergency we encourage:

Washing of hands with soap and water frequently along with hand sanitizer when using a restroom and any other public surface

Practice Physical Distancing whenever possible

Notify your Department Head or Supervisor when feeling ill or have a fever

Cover your cough or sneeze and move away from anyone in your area

Sanitize any work area that others may come in contact with

This plan was developed based upon best available guidance at the date of publication. The Town recognizes:

The health and safety of our employees is of utmost importance

The results of a declared public health emergency will impact Town operations

The Town needs to respond to any declared health emergency as soon as possible

The public expects the Town to maintain essential operations

Resource support will be expected from other entities but may be limited

PPE, cleaning supplies may be in short supply, at times resulting in delays in procurement

Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of any public health emergency.

The Supervisor of the Town holds the authority to execute and direct the implementation of this plan. Upon the Town Board's approval of this plan, all Town employees will be provided a copy of this plan, a copy will be located at Town Hall and the Highway Garage and posted on the Town website. The public will be notified of any operational changes on the Town's website. The Town Clerk and Highway Superintendent will be provided information in order to inform the general public about operational status. Upon the resolution of the public health emergency, the Supervisor, with support of the majority of the Town Board, will direct the resumption of normal operations.

Essential functions are those which enable the Town to maintain the safety of employees and the public, provide services and sustain quality operations. Appropriate communications with employees and the public will be a priority.

The Towns essential functions are:

Town Supervisor – oversight and management of Town functions and regular business operations and day-to-day operation of the Town

Highway Dept. – Personnel and equipment necessary for the maintenance of Town roads and highways in order to ensure public safety.

Town clerk – maintaining all records of the Town, collection of property taxes, issuing licenses, posting notices and general Town business.

Ordinance Officer - ensures construction and permitting are done in a manner that promotes public safety.

Town court – legal services. We recognize the NYS Office of Court Administration oversees the Town Court and how it operates.

Essential positions are to be staffed on-site for the continued operation of essential functions. While some functions and associated personnel may be essential, some functions can be conducted remotely.

Town Supervisor and Budget Officer – management of Town operation and payroll and accounts payable.

Highway employees including Highway Superintendent, MEO's and laborers – public safety.

Town Clerk and Deputy – maintaining all Town records, collection of taxes, postings, notices and general Town business

Town Justices – maintain and processing of court docket

Non-essential employees able to accomplish their functions remotely are encouraged to do so at the greatest extent possible. The Town Supervisor and Town Board identify the town Assessor and Clerk are the non-essential positions that are able to be staffed remotely. Approval of remote work will be made by the Town Supervisor and communicated to the Town Assessor and Clerk to ensure that employee time and attendance is tracked accurately. Equipping the staff for remote work will be managed by the Assessor and IT consultant and may include an internet capable laptop and access to software and databases necessary to perform their duties.

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts the Town will ensure that employees are provided with their typical minimum work hours per week.

Certain employees may be assigned to staggered shifts to ensure job duties and responsibilities are able to be fulfilled safely and/or meet business needs. The identity of which essential workers can work staggered shifts and the details of the staggering will be determined by the Supervisor and the Town Board. The assignment of changed work hours will be prepared by the Department Head and approved by the Supervisor. Factors such as staffing levels, the ability to provide for adequate physical distancing and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

The Town recognizes the following as necessary personal protective equipment (PPE) to reduce the spread of infectious disease:

Masks

Gloves

Cleaning supplies and Sanitizer

The need for PPE is required for all identified essential employees. The Town will provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months. The Town will do all it can to mitigate supply chain disruptions. PPE will be stored in a manner which will prevent degradation and employees will have access to PPE in the event of an emergency. The supply of PPE will be monitored by the Department Head to insure integrity and to track usage rates.

When the PPE supply gets low, the department Head will notify the Supervisor, who will contact the Town vendors to procure the necessary PPE. For any unforeseen disruptions or shortages, the Town will work with Washington County Department of Public Health and Washington County Department of Public Safety for assistance. The PPE will be stored in accordance with the manufacturers guidelines in order to prevent degradation.

If staff/employees are exposed to a known case of a communicable disease which is part of a public health emergency, the employee must notify his/her Department head immediately who then will notify the Supervisor. The Town will follow CDC/Public Health recommendations and requirements and will coordinate with Washington County Public Health Dept. for additional guidance and support, as needed.

The Town will follow public health guidelines for best practices and disinfection of surfaces/areas. This will be accomplished by staff/employees and outside cleaning vendors, as needed.

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Employees will use their regular timekeeping systems. The Town Clerk's office will be responsible for the management and handling of this information, which will be in paper and electronic form. This information may be used by the town, NYS Dept. of Health and Washington County Public Health Department to support contact tracing within the organization and may be shared with State and/or local public health officials.

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 continuity of the Town essential operations. If such need arises, the Town will coordinate with the Washington County Public Health Department and Washington County Public Safety Department to help identify and arrange for alternate housing.

Record of Changes to the Plan

Date

Description

Approved by

The Town reserves the right to modify the plan as necessary, with notification to Department heads and employees

As the authorized official of the Town of Granville, I hereby attest that this plan has been developed, approved and placed in full effect in accordance with S8617B/A10832 which amends the New York State Labor Law Section 27-c to address public health emergency planning requirements

Signed on this day

Name

Title

Signature