

Village of Bath Communicable Disease Plan April 5, 2021

The following is an action plan for the employees of the Village of Bath to follow when deemed necessary to implement when dealing with a public health emergency involving communicable disease(s). Communicable Disease is defined by NYS Department of Health as “an illness or infection that can be spread from person to person, animal to person, animal to animal or person to animal.” 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 Bath PBA, Teamsters Union and CSEA Union, 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 the Village of Bath 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 Village of Bath, 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 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: _____

By: _____

Signature: _____

Title: _____

Record of Changes

Date of Change	Description of Change	Implemented by

1. Levels of Actions
2. Personnel, Health Assessment and Education
3. Essential Services/Employees/Remote Working
4. Village Offices & Facilities, including the offices and facilities of Bath Electric, Gas and Water Systems, the utility department of the Village of Bath
5. Resources
6. Costs
7. Vacation
8. Emergency Housing
9. Whistle Blower
10. Personal Protective Equipment
11. Staff Exposures, Cleaning, and Disinfection
12. Employee and Contractor Leave
13. Documentation of Work Hours and Locations
14. Public Meetings
15. De-escalation of the Action Plan

Definitions:

Employee – Unless specifically specified, the use of the word “employee” should encapsulate employees, officers, subcontractors or the like who are on the premises.

1. Levels of Actions

The Village of Bath needs to develop a process to activate levels of response to a communicable disease that is deemed to be highly concerning by the County Department of Health. This will allow a coordinated effort and response by the Village of Bath. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active Monitoring:

No cases in Steuben County, but active cases in the country.

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and board members
- Continue to monitor communication with Steuben County Public Health
- Communicate to staff/employees of the Village of Bath to stay home if sick
- Monitor illness among staff/employees of the Village of Bath and board members
- Review and update the Village of Bath’s Emergency Disaster plan
- Weekly department head meetings for updates
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events. The Mayor of the Village of Bath will make the decision if an event is essential. Mitigative actions taken will be commensurate with the assessed danger,

communicability, and likelihood of spread into Bath as balanced against freedoms that may be impinged upon.

Level 2: Containment

Cases identified in Steuben County

- Increase disinfection process at all Village of Bath offices and facilities
- Develop contingency plans and review business continuation plans
- Continue all Level 1 activities

Level 3: Mitigation

Confirmed cases among staff/employees of the Village of Bath

- The affected building will close for 24 hours while Steuben County Public Health investigates and sets forth a plan for further precautionary measures that the Village must take to limit exposure
- Potentially cancel all Village events
- Communicate to staff/employees of the Village of Bath about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas
- Communications to Community and Employees

2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the Village of Bath. **We encourage all to practice the following healthy behaviors:**

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.

Employees are to submit their temperature each day prior to the work shift beginning.

Employees should notify their supervisor and not report to work if they show symptoms of a communicable disease, such as (using Covid-19 as an example) fever, cough, or acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, communicable disease testing, requiring a physician release order to return to work, and/or isolation if it has been determined the employee has been infected or exposed to a communicable disease. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and Steuben County Public Health.

The Village will pay all employees State or Federally mandated COVID19 sick time for any COVID19 related situation/illness, in accordance with all State and Federal Regulations.

Education

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizer in multiple locations or in conference rooms to encourage hand hygiene.
- Advise employees before traveling to take certain steps:
 - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China can be found on the CDC website.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consular officer can help locate healthcare services.
- Remote working: The Village will seek to provide non-essential and essential employees the necessary equipment to work remotely when needed and where allowed and operationally appropriate (refer to the handbook for use on Village owned equipment). Some positions do not have the capabilities to work from home. The Village Mayor will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Village Mayor will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely. Protocols that will be followed to enable non-essential employees and contractors to telecommute include budgeting for and procuring hardware and software to allow remote work for employees whose presence is not required to deal with the public on site and who have office-type work that can be conducted away from required Village-specific work sites.

3. Essential Services for the Village of Bath:

The Village has identified essential/ non-essential workers and essential services that we will maintain during a public health crisis. → However, the Village Mayor will devise a staggered work schedule for the Police Department, Bath Electric, Gas and Water Systems, the Street Department, Office, and Code Enforcement to limit the number of employees in direct contact. Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site when the services are not required to be performed during core business hours. Where possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Essential services are:

Police Department:

- Provides Safety to the public and property of the community
- Responds to emergencies
- Maintains law and order while patrolling areas to enforce law, investigate crimes and arrest violators
- Observes traffic violations and issues citations
- Investigates suspicious activities
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigates causes of accidents
- Answers questions for, directs, and assists the public

Bath Electric, Gas and Water Systems (Utilities):

- Power outages
- Natural gas outages
- Natural gas leaks
- Water leaks
- Sewer blockages
- Substation issues
- Gas regulator issues
- Water quality issues
- Wastewater treatment issues
- Operations and maintenance activities as required by federal, state and local agencies

Street Department

- Snow removal and ice control
- Tree debris and branch removal and cleanup

- Flooding
- Village owned property maintenance (mowing, shoveling snow, etc)
- Paving/Street Repair

Office:

- Communications to Village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes
- Payroll
- Vouchers
- Budget preparation

Code Enforcement

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits
- Inspect structural and electrical damage caused by fire
- Inspect building damage weather events or accidents
- Fire emergencies
- State required inspections

Custodian

- Trash collection/Recycling
- Sanitizing all high traffic areas (counters, door handles, etc.)
- Refilling Soap Containers

Essential employees identified:

Police Chief
 Police Sergeant
 Police Officer
 Criminal Investigator
 Emergency Services Dispatcher
 Bath Electric, Gas and Water Systems
 Street Department Superintendent
 Street Department Assistant Superintendent
 Street Department MEO
 Street Department Mechanic
 Village Clerk/Treasurer
 Code Enforcement Officer
 Deputy-Clerk/Treasurer
 Custodian
 Village Mayor
 Village Attorney

Unless such person is determined not to be essential by NYS or Steuben County.

Non-essential employees identified (who may not be required to work on site as determined by the Village of Bath Mayor or Deputy Mayor in Mayor's absence)

Part Time Records Clerk

School Crossing Guards

Parking Meter Repair Specialists

Historian

Police Department Secretary

Village elected and/or appointed officials and committee members including but not limited to:

- Board of Trustees
- Municipal Utility Commission
- Planning and Zoning Boards
- Historic Preservation
- Shade Tree
- Mossy Bank

Village Justice(s) and Court Clerk(s) will be determined by NYS.

4. Modify Village Offices/BEGWS Offices:

The Village/BEGWS will evaluate the opening of the Village offices and facilities, including Bath Electric, Gas and Water Systems, each month at the Village Board/Commission meeting and determine whether to open or close the office and facilities to the public.

5. Resources

- Center for Disease Control and Prevention (CDC)
- NYS Department of Health
- Steuben County Public Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information

6. Costs

The Village of Bath will track costs throughout this event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

7. Vacation: Employees will follow the State guidelines for traveling and adhere by the recommendations and the Village travel policy.

8. Emergency housing: Steuben County offers emergency housing, if needed, when home isolation is not available.

9. Whistleblower: The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding COVID-19 or other communicable disease related issues for employees who do not feel they can communicate with their supervisors and or Mayor/Deputy Mayor.

10. Personal Protective Equipment (PPE): The Village will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Departments may vary from what is required upon written approval from the Mayor, or Deputy Mayor in the Mayor's absence.

The use of personal protective equipment to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Gloves

**Please note, the Village of Bath requires masks to be worn at all times during the day if you are within 6 feet of another individual OR if you work in a space where multiple individuals use that space for work. If you have your own desk and do not share one and are at least six feet apart from other workers, you may take the mask off if you are sitting at your desk.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section 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

11. 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 CDC guidelines, 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 remain at home or in a comparable setting and practice social distancing in accordance with current CDC/public health guidance for the communicable disease in question.
 - a. If identified as being eligible by the Village to work from home, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Village Mayor must be notified and the Village Mayor/Department Head will be responsible for ensuring these protocols are followed.
 - 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 at least every hour, as practical. 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 Village Mayor must be notified and the Village Mayor/Department Head will be 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 should notify their supervisor 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. 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.

5. The Village Mayor must be notified and the Village Mayor/Department Head will be responsible for ensuring 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.
 - 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 or immediately after an appropriate time has passed to mitigate the risk of airborne illness.
 - 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 Village Mayor 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 Village Mayor must be notified and the Village Mayor/Department Head will be 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. Each employee will be responsible for their work space throughout the day, as the custodian is only here during the evenings. The custodian will make sure everything is cleaned thoroughly in the evenings.
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.

12. Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Village of Bath is committed to reducing the burden on our employees and contractors.

It is our policy that employees of the Village of Bath will not be charged with leave time for testing. Specific to Covid-19, in accordance with state law and regulations, 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 Village of Bath, and as such are not provided with paid leave time by the Village of Bath, unless required by law.

13. 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 and off-site visits. This information may be used by the Village of Bath to support contact tracing within the organization and may be shared with local public health officials. All department heads need to have a method of tracking hours and locations of their employees.

- 14. Public Meetings:** The Village will follow the legal guidelines for public meetings. The Village if possible, will offer in person meetings with social distancing as well as offering zoom meetings for residents/guests.

15. De-escalation of the Action Plan

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Village needs to remain in contact with NYS Department of Health and Steuben County Public Health to assess the progression of disease severity to determine de-escalation timing and plan execution.

This policy does not replace any language in the Village of Bath Employee handbook.