

# Public Employer Health Emergency Plan for the Town of Canandaigua and all special districts and taxing jurisdictions associated with or governed by the Town Board of the Town of Canandaigua.

Town Board Adoption: March 15, 2021

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

Version Date: March 9, 2021

See appendix for further re-adoption information

## 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 Town of Canandaigua Emergency Pandemic Response Planning team consisting of:

Town Supervisor Cathy Menikotz;

Town Board Member(s) Terry Fennelly, Gary Davis, Linda Dworaczyk, Jared Simpon;

Town Highway Water Superintendent Jim Fletcher;

Town Clerk Jean Chrisman;

Town Manager Doug Finch;

Human Resource and Payroll Coordinator Samantha Pierce;

Finance Clerk Kate Silverstrim;

Town Highway Employee's Association, affiliated with Local 1170 Communications Workers of America  
Town of Canandaigua Highway Employee's Association, represented by President Chris Lietz;

Code Enforcement Officer Chris Jensen;

Office Specialist Kaitlynn McCumiskey;

Administrative Coordinator Sarah Reynolds;

Every effort to include all individuals and organized groups has been considered as required by the amended New York State Labor Law. The Ontario County and Town of Canandaigua Health Officer Mary Beer has been consulted in reference to the development of this plan, along with contracted fire departments, and the City of Canandaigua.

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.

# Town of Canandaigua

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*Established 1791*

The following resolution was acted upon by the Canandaigua Town Board on March 15, 2021:

## **RESOLUTION NO. 2021 – 064: ADOPTION OF PUBLIC EMPLOYER HEALTH EMERGENCY PLAN**

**WHEREAS**, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') has been mandated by the State of New York Legislature to adopt a public employer health emergency plan (S.8617B/A.10832); and

**WHEREAS**, the Town Board has previously adopted a COVID-19 policy relative to the 2020-2021 situation relating to the employees of the Town of Canandaigua and has incorporated the policy into the proposed Public Employer Health Emergency Plan; and

**WHEREAS**, the members of the Town Board have collaborated with the department heads and other interested parties through a series of meetings in 2020 and 2021 to prepare a public employer health emergency plan; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Canandaigua does hereby adopt the Public Health Employer Emergency Plan as a policy of the Town Board of the Town of Canandaigua; and

**BE IT FURTHER RESOLVED**, the Town Board has determined this to be a Type II SEQR action; and

**BE IT FINALLY RESOLVED**, the Town Clerk is directed to provide a copy of this resolution to the Town Manager.

Motion made by Councilman Fennelly, seconded by Councilwoman Dworaczyk

5 Ayes: Davis, Dworaczyk, Fennelly, Menikotz, Simpson

STATE OF NEW YORK}  
County of Ontario}  
Town of Canandaigua}

*I DO HEREBY CERTIFY that I have compared the preceding with the original thereof, on file and on record in the Town Clerk's office, and that the same is a correct copy and transcript therefrom and of the whole of said original; and that said original was duly adopted at a meeting of the Town Board held at Canandaigua, New York, on March 15, 2021.*

SEAL

*Given under my hand and the official seal of said Town, at Canandaigua NY, in said county, on the December 21, 2021.*

  
Jean Chrisman, Town Clerk

As the authorized official of Town of Canandaigua, 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.

Record of Changes

Date of Change	Description of Change	Implemented by
July 19, 2021	Update to the COVID-19 Paid Leave Policy	Town Board Resolution 2021-180

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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 Canandaigua, along with all special districts and taxing authorities governed by the Town Board of the Town of Canandaigua. 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. This plan shall be enacted during those times when the Town Supervisor of the Town of Canandaigua has declared a local state of emergency pursuant to NYS Consolidated Laws, Executive, Article 2B §24 or as otherwise directed by the Town Board. In situations arising during which the Governor of the State of New York, or the Ontario County Executive has declared a State of Emergency in which local laws or policies have been superseded, then every effort should be made to follow this plan as closely as possible while taking into account any specific directives that might supersede the Town of Canandaigua's adopted 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, the State Department of Health, or County health officials.

## 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 Town Manager of the Town of Canandaigua, or in the event the Town Manager is unable to perform his/her duties then the Town Supervisor, or in the event the Town Supervisor is unable to perform his/her duties then the Deputy Town Supervisor holds the authority to execute and direct the implementation of this plan for operations of the Town Hall, Parks, and typical administrative services as defined under the direction of the Town Manager by the Town of Canandaigua's Organizational Chart. The Highway Superintendent of the Town of Canandaigua, or in the event the Highway Superintendent is unable to perform his/her duties then the Deputy Highway Superintendent holds the authority to execute and direct the implementation of this plan for operations of the Highway Department after consultation with the Town Manager or his/her successors. The Town Clerk of the Town of Canandaigua, or in the event the Town Clerk is unable to perform his/her duties then the Deputy Town Clerk holds the authority to execute and direct the implementation of this plan for operations of the Town Clerk's Office.

Implementation, monitoring of operations, and adjustments to the plan implementation may be supported by additional personnel, at the discretion of the position identified as having the authority to execute the plan after consultation with the Budget Officer provided funds are available as needed. In all cases for budgetary expenses greater than \$5,000.00 the Town Manager or the Budget Officer or a member of the Town Board shall request an emergency meeting of the Town Board before such expenditure is authorized.

Upon the determination of implementing this plan, all employees and contractors of Town of Canandaigua shall be notified by electronic communication, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town Board members will be update through electronic communication methods no less than once per week while the plan is activated. Electronic communication methods will notify the general public of the current status and events not less than once per month while the plan is activated. Constituency groups will be notified of pertinent operational changes though electronic communication such as Facebook, monthly newsletter, MailChimp, or other means as available. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Office of the Town Manager or his/her successor shall direct and maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Manager of the Town of Canandaigua, their designee, or their successor with the support of all positions 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 Town Manager of the Town of Canandaigua, 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 Canandaigua 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 Canandaigua

The Town of Canandaigua 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.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.



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

<b>Essential Function</b>	<b>Description</b>	<b>Priority</b>
Information Technology	Provides all hardware and software for the town. Maintains the town's network and phone system.	2
Highway Department	Maintains safe roadway conditions and keeps vehicle fleet and equipment operational.	1
Water Department	Maintains water distribution infrastructure.	1
Transfer Station	Operations provide for the collection and transportation of household waste.	1
Code Enforcement	Respond to emergency situations as needed, enforcement of public health and building safety regulations, enforcement of Town Code as needed, enforcement of public health Executive Orders as needed	2
Parks	Responsible for the operation of park lands, recreation programs, and quality of life opportunities for the community.	4
Development / Planning Office	Provides assistance with development review, applications relating to construction, land use planning, zoning, and is the official office of the Planning Board.	3
Town Clerks' Office	Receipts Banking, Vital Records, Letters of Credit, Bonds, Sureties Transfer Station Permits, Academy Cemetery, Accessible Parking Permits, Town Board Meeting Minutes, Town Hall Security, Local Laws Laserfiche (Digital Storage), Records Management Officer, Records Access Officer, FOIL Requests, Oaths of Office	3
Assessor's Office	Responsible to estimate property values and track current assessments for properties in the Town of Canandaigua relative to taxable and non-taxable values.	3
Town Manager's Office	Ensure payroll is completed, and record time keeping is running as close to normal as possible; Ensure bills are being paid, accounts receivable and payable tracked, and banking transactions are completed; Ensure general operations and continuity of services;	1
Town Court / Town Justices	Responsible entity to make decisions relative to enforcement of laws including state or local within the jurisdiction	1
Town Board	Governing body responsible for providing oversight of all matters	1
Planning Board Meetings	Appointed body responsible for land use decisions	3
Zoning Board Meetings	Appointed body responsible for appeals of land use decisions	3
Environmental Conservation Board Meetings	Appointed advisory body responsible for environmental awareness and education	5
Board of Assessment Review Meetings	Appointed body responsible for assessment appeals	3

### 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 do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> <li>• Town Manager</li> <li>• Town Clerk</li> <li>• IT Contractors</li> <li>• Staff</li> </ul>	<p>The Town Manager or in his/her absence the Town Clerk establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.</p>
Highway Department	<ul style="list-style-type: none"> <li>• Highway Superintendent</li> <li>• Deputy Highway Superintendent</li> <li>• Working Supervisor</li> <li>• MEO</li> <li>• MEO IV</li> <li>• Heavy Equipment Mechanic</li> </ul>	<p>Highway Superintendent is the administrator for all highway operations and staff.  Deputy Highway Superintendent assists in prioritizing tasks and organizing staff.  Working Supervisor, MEO, and MEO IV maintains essential operations of Highway Department, including but not limited to: the maintenance of safe roadway conditions.  Heavy Equipment Mechanic ensures that vehicle fleet and all equipment are operational.</p>
Water Department	<ul style="list-style-type: none"> <li>• Water Superintendent</li> <li>• Water Maintenance Assistants</li> </ul>	<p>Water Superintendent is the administrator for all Water Operations and Staff. Water Maintenance Assistants maintain water distribution infrastructure, including but not limited to water sample testing, NYS DOH required monthly reporting, inspection of pumps, PRV's, and chlorination equipment.</p>
Transfer Station	<ul style="list-style-type: none"> <li>• Highway Superintendent</li> <li>• Waste &amp; Recycling MEO</li> <li>• Laborer</li> <li>• Transfer Station Operator</li> </ul>	<p>Town Code Chapter 100 governs the operation of the facility. The Highway Superintendent serves as the head of operations along with MEOs, Laborers, and Operators assist the general public with the use of the facility and are on the sight location during operating hours.</p>
Code Enforcement	<ul style="list-style-type: none"> <li>• Town Manager</li> <li>• CEO (Code Enforcement Officer)</li> </ul>	<p>Responds: to any hazards when contacted by the fire department or other emergency services; to respond to complaints and address them in accordance to procedures established by local law; to respond to and address unsafe structures and equipment in accordance with the procedures established by local law; to receive, review, and approve or disapprove applications for Building Permits, certificates of occupancy / certificates of compliance, Temporary Certificates and Operating Permits, and the plans, specifications and construction documents submitted with such applications; upon approval of such applications, to issue Building Permits, Certificates of Occupancy / Certificates of Compliance, Temporary Certificates and Operating Permits, and to include in Building Permits, certificates of occupancy / certificates of</p>

		compliance, temporary certificates and Operating Permits such terms and conditions as the Code Enforcement Officer may determine to be appropriate; to conduct construction inspections, inspections to be made prior to the issuance of Certificates of Occupancy / Certificates of Compliance, Temporary Certificates and Operating Permits, fire safety and property maintenance inspections, inspections incidental to the investigation of complaints, and all other inspections required or permitted under local law; to issue Stop Work Orders; to issue orders pursuant to local law; to maintain records; to collect fees as set by the Town; to pursue administrative enforcement actions and proceedings; in consultation with this Town's attorney, to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code and local law, or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code or local law; and to exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by local law.
Town Clerk's Office	<ul style="list-style-type: none"> <li>• Town Clerk</li> <li>• Deputy Clerk</li> <li>• Registrar of Vital Statistics</li> <li>• Receiver of Taxes</li> <li>• Deputy Registrar</li> </ul>	Essential functions include receipts Banking, Vital Records, Letters of Credit, Bonds, Sureties, Transfer Station Permits, Academy Cemetery, Accessible Parking Permits, Town Board Meeting Minutes, Town Hall Security, Local Laws, Laserfiche (Digital Storage), Records Management Officer, Records Access Officer, FOIL Requests, Oaths of Office
Parks	<ul style="list-style-type: none"> <li>• Town Manager</li> <li>• HR &amp; Payroll Coordinator</li> <li>• Parks Maintenance Assistant</li> <li>• Laborer</li> <li>• Recreation Specialist</li> <li>• Recreation Assistant Specialist</li> <li>• Senior Lifeguard</li> <li>• Lifeguard</li> </ul>	Responsible for the operation of park lands, recreation programs, and quality of life opportunities for the community.
Development / Planning Office	<ul style="list-style-type: none"> <li>• Town Manager</li> <li>• Planer</li> <li>• Office Specialist</li> <li>• Planning Aide</li> <li>• Zoning Inspector</li> </ul>	Provides assistance with development review, applications relating to construction, land use planning, zoning, and is the official office of the Planning Board.
Town Manager's Office	<ul style="list-style-type: none"> <li>• Town Manager</li> <li>• HR &amp; Payroll Coordinator</li> </ul>	Ensure payroll is completed, and record time keeping is running as close to normal as possible; Ensure bills are being paid, accounts receivable and payable tracked, and banking

	<ul style="list-style-type: none"> <li>• Finance Clerk II</li> <li>• Clerk (Finance)</li> <li>• Administrative Coordinator</li> <li>• Office Specialist</li> <li>• Clerk</li> </ul>	transactions are completed; Ensure general operations and continuity of services;
Town Court / Town Justices	<ul style="list-style-type: none"> <li>• Town Justices (2)</li> <li>• Court Clerks</li> </ul>	Responsible entity for decision making relative to local and state law enforcement actions.
Town Board	<ul style="list-style-type: none"> <li>• Town Supervisor</li> <li>• Town Councilmembers</li> </ul>	Governing body responsible for providing oversight of all matters
Town Assessor	<ul style="list-style-type: none"> <li>• Town Manager</li> <li>• Town Assessor</li> <li>• Real Property Appraisal Aide</li> </ul>	Responsible to estimate property values and track current assessments for properties in the Town of Canandaigua relative to taxable and non-taxable values.
Other Boards and Committees	<ul style="list-style-type: none"> <li>• Zoning Board of Appeals including Chair, Members, Secretary</li> <li>• Planning Board including Chair, Members, Secretary</li> <li>• Environmental Conservation Board, including Chair, Members, Secretary</li> <li>• Board of Assessment Review, including Chair and Members</li> <li>• Parks &amp; Recreation Committee, including Chair and Members</li> <li>• Agricultural Advisory Committee</li> </ul>	Other Boards and committees responsible for actions as so granted by the Town Board either through state law, local law, or by direction of the Town Board.

## 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. Staggered shift will be considered on a case by case bases by the department head of the department and consultation with the Town Manager.

## 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 is authorized by department following the Town of Canandaigua's Organizational Chart. Employees working remotely must adhere to all Town of Canandaigua policies and procedures including the Town of Canandaigua Employee Handbook. Working remotely for the Town of Canandaigua requires:

1. Identification of staff who will work remotely and coordination with the Town Manager's Office;
2. Assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - 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

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which 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 of Canandaigua will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggered shifts are authorized in accordance with Town of Canandaigua policies and procedures.

## 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. PPE which may be needed but not limited to and might include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons
- Items suggested by the appropriate health agency

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

## 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 for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. Department Heads (Town Manager, Highway Superintendent, Town Clerk, Assessor, Planner, Human Resources and Payroll Coordinator, Town Court and Finance Clerk) must be notified and must also inform the Town Manager who is 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 Town Manager or their designee is the decision-maker in these circumstances and who 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 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. Town of Canandaigua 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 Town Manager or their designee must be informed in these circumstances and is 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.
    - 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, Town Manager 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 Town Manager 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. Cleaning staff is responsible for cleaning common areas, and the frequency of such and will be monitored by staff including the Town Manager, Town Clerk, and Highway Superintendent. Any concerns should be reported immediately to the Town Manager, Town Clerk or Highway Superintendent.
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

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

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers, including the Town of Canandaigua, to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

### 1) Essential Employees:

For the purposes of this policy, an essential employee is an employee who does not have the ability to work remotely. Every effort should be made for employees to work remotely as much as possible during a Health Emergency declared by the Governor of the State of New York, Ontario County, or the Town Supervisor of the Town of Canandaigua. The Town Board of the Town of Canandaigua hereby declares the following positions as essential because some or all of their job responsibilities may or may not be able to be performed remotely: Administrative Coordinator, Assessor, Clerk to Town Justice, Code Enforcement Officer, Deputy Highway Superintendent, Deputy Town Clerk, Finance Clerk II, Heavy Equipment Mechanic, Highway Superintendent, Human Resource and Payroll Coordinator, Laborer, Motor Equipment Operator, Lifeguard, Office Specialist I, Park Maintenance Assistant, Recreation Attendant, Recreation Specialist, Transfer Station Operator, Town Board Member, Town Clerk, Town Justice, Town Manager, Town Planner, Town Supervisor, Water Superintendent, Water Maintenance Assistant, Working Supervisor, and Zoning Inspector.

### 2) Eligibility

1. An employee must have been employed for at least 30 days.
2. An employee does not have the ability to work remotely or has been deemed essential.

### 3) Paid Leave

1. The Town of Canandaigua will provide the following:
  - i) Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or



- ii) Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay (employee may use any combination of accrued time off for remaining one-third of regular pay or elect to receive the reduced two-thirds pay) because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; or
- iii) Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

#### 4) Procedure for Requesting Paid Leave

1. When requesting paid sick leave or expanded family and medical leave, you must provide your employer (Human Resources) a completed paid leave request in writing including the following information as soon as practicable:
  - i) Your name;
  - ii) The date(s) for which you request leave;
  - iii) The reason for leave; and
  - iv) A statement that you are unable to work because of the above reason.
  - v) If you request leave because you are subject to a quarantine or isolation order or to care for an individual subject to such an order, you should additionally provide the name of the government entity that issued the order. If you request leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, you should additionally provide the name of the health care provider who gave advice.
2. If you request leave to care for your child whose school or place of care is closed, or child care provider is unavailable, you must also provide:
  - i) The name of your child;
  - ii) The name of the school, place of care, or child care provider that has closed or become unavailable; and
  - iii) A statement that no other suitable person is available to care for your child.

#### 5) Essential Employees

An employee that has been referred to the Public Health Department must comply with the recommendations and directive of that department with respect to COVID-19 testing, quarantine, isolations, and return to work. This policy attempts to cover the most common situations but cannot account for all possible situations. If a situation arises not covered by this policy, or a change in public health policy occurs, the Essential Employee's direct supervisor, working with Human Resources, shall make the determination regarding that employees return to work.

##### 1. Essential Employees with symptoms consistent with COVID-19:

- i) Essential Employees with the symptoms listed below should **NOT** report to work without an alternative medical diagnosis. Employees who begin to exhibit these symptoms while at work, should immediately contact their supervisor (who shall immediately consult with Human Resources) and leave the workplace. Essential Employee should contact their healthcare provider to discuss symptoms and possibility of a COVID-19 test. Essential Employee may be required to provide a return to work note from their healthcare provider. People with COVID-19 have a wide range of symptoms – ranging from mild symptoms to

severe illness. Symptoms may appear 2-14 days after exposure to the virus. Employees with these symptoms or combinations of symptoms may have COVID-19:

- Cough (not related to seasonal allergies)
- Shortness of breath or difficulty breathing
- Fever (>100 F)

Or at least **two** of these symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain/aches
- Nausea/vomiting
- Diarrhea
- Headache (not related to other causes)
- Sore throat
- Loss of taste or smell

- ii) Essential employees, who did not have a COVID-19 test but had COVID-19 symptoms (without an alternative diagnosis), and were directed to care for themselves at home by a medical doctor or Local Health Department (LHD) and have provided a copy of the doctor's note or LHD release to Human Resources may return to work after:
- At least 3 days (72 hours) has passed without a fever (100 F or greater), without the use of fever-reducing medications; AND
  - Other symptoms have improved enough they can work; AND
  - At least 14 days have passed since their first symptom appeared.

2. Essential Employees who have been exposed to a confirmed or suspected case of COVID-19 may be permitted to work in the required workplace setting if all of the following conditions are met:

- Essential Employee has received a negative result from a COVID-19 test.
- Essential Employee is asymptomatic.
- Essential Employee self-monitors temperature and symptoms upon arrival to work and at least every 12 hours while at work.
- If Essential Employee develops symptoms consistent with COVID-19 (listed above) while working, they should immediately stop work and isolate at home.
- Essential Employees required to interact with individuals within 6 feet are required to wear a facemask while working for 14 days following the last exposure.
- Essential Employees should avoid common areas such as the breakroom and must take breaks in a separate location from other employees.
- Essential Employees must wear a mask while using the bathroom or locker room.
- An Essential Employee whose job duties permit a separation of greater than 6 feet do not need to wear a facemask.

3. Essential Employees, who are directed to quarantine at home by a medical provider or LHD because they have symptoms and test positive for COVID-19, may return to the work site under the following conditions:

- At least 3 days (72 hours) has passed without a fever (100 F or greater), without the use of fever-reducing medications; AND
- Other symptoms have improved enough they can work; AND
- At least 14 days have passed since their first symptom appeared; AND

- They have received a letter or other documentation from the Public Health Department advising that their isolation/quarantine period has ended.
  - For employees who test positive for COVID-19, the Public Health Department will conduct contact tracing for co-workers that may have had close contact with the confirmed-positive employee and may direct those individuals that have had close contact with the confirmed-positive employee to be aware of the symptoms and self-assess for those symptoms every day while under a quarantine/isolation order.
4. Fully vaccinated, essential employees, following an exposure to someone suspected or confirmed COVID-19 may return to work as long as the following conditions are met:
- There are no Covid-like symptoms
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - They should continue to monitor symptoms for 14 days after exposure. In the event symptoms appear during the 14 days the essential employees must notify their direct supervisor and human resources.

## 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 Canandaigua to support contact tracing within the organization and may be shared with local public health officials. The Town of Canandaigua utilizes an electronic time and attendance reporting system, including remote working locations, and is administered by the Office of the Town Manager. Information collected relating to the GPS location of an employee clocking in or out is administered by the Office of the Town Manager through the Town of Canandaigua's time and attendance system.

## 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 Canandaigua's essential operations.

If such a need arises, Town of Canandaigua facilities would first be considered then hotel rooms as the most viable option. If Town of Canandaigua facilities are for some reason deemed not practical or ideal, or if not available, then the Town Manager of the Town of Canandaigua or his/her designee will coordinate with a local hotel or with the Ontario County Office of Emergency Management to help identify and arrange for these housing needs.

Re-adopted:

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