

Public Employer Health Emergency Plan for the Town of North Elba & The Village of Lake Placid

March 9, 2021

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



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 the following labor unions, as required by the amended New York State Labor Law:

- CSEA Local 816
- Teamsters Local 687
- IBEW Local 1249
- IAFF Local 4608
- UFCW Local 1
- NYSUPA

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees or unions under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees or unions 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 officials of the Town of North Elba and the Village of Lake Placid, we 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.

Signed on this day: March 19, 2021

By: Jay J. Rand

Title: Town Supervisor

Signature:



Signed on this day: March 19, 2021

By: Craig H. Randall

Title: Mayor

Signature:



Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope	4
Situation Overview	4
Planning Assumptions	5
Concept of Operations	6
Mission-Essential Functions	6
Essential Positions	8
Reducing Risk Through Remote Work and Staggered Shifts.....	9
Remote Work Protocols	9
Staggered Shifts.....	10
Personal Protective Equipment.....	11
Staff Exposures, Cleaning, and Disinfection	12
Staff Exposures	12
Cleaning and Disinfecting	14
Employee and Contractor Leave	14
Documentation of Work Hours and Locations.....	15
Housing for Essential Employees.....	15
Attachment 1: Public Health Emergency Staff Contact Tracing Log	17

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, which 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 jointly for and applies to the Town of North Elba and the Village of Lake Placid. The Town and Village each maintain independent responsibility for the implementation of this plan, but shall coordinate and communicate with each other as needed to maximize the utility of this plan. This plan is pertinent to a declared public health emergency in the State of New York which may impact 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.

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 the 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 apply 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 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 worksite 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 worksite to perform their job

Concept of Operations

The Town Supervisor of the Town of North Elba and the Mayor of the Village of Lake Placid, their designees, or their successors hold the authority to execute and direct the implementation of this plan, jointly or separately. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor of the Town of North Elba and/or the Mayor of the Village of Lake Placid.

Upon the determination of implementing this plan by the Town of North Elba, all employees and contractors of the Town of North Elba shall be notified by text, email, phone, and/or social media posts, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Department heads may be asked to maintain regular communications with their employees in this regard. The public will be notified of pertinent operational changes by way of social media, the Town website, and local media. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan, with support from department heads.

Upon the determination of implementing this plan by the Village of Lake Placid, all employees and contractors of the Village of Lake Placid shall be notified by text, email, phone, and/or social media posts, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Department heads may be asked to maintain regular communication with their employees in this regard. The public will be notified of pertinent operational changes by way of social media, the Village website, and local media. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Mayor will maintain communications with the public and constituents as needed throughout the implementation of this plan, with support from Superintendents and the Village Clerk. The Treasurer will support communication with vendors.

The Town Supervisor of the Town of North Elba and/or the Mayor of the Village of Lake Placid, their designees, or their successors 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 Supervisor of the Town of North Elba and/or the Mayor of the Village of Lake Placid, their designees, or their successors 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 North Elba and the Village of Lake Placid are 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 jurisdiction.

The Town of North Elba and the Village of Lake Placid have each 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.

The mission-essential functions for the Town of North Elba have been identified as:

Essential Function	Description
Highway Maintenance	Maintaining roads and town properties for access and safe operation.
Solid Waste	Managing the receipt, holding, and removal of solid waste at the transfer station.
Code Enforcement	Ensuring safe building practices in accordance with laws, regulations, codes, and ordinances.
Assessment/Real Property Valuation	Assessing properties to determine fair tax value, hearing grievances, and management of exemptions.
Recreation	Manage and ensure safe and proper use and/or repurposing of Town-owned recreation facilities.
Tax Collection, Fees, and Vital Records	Collection of taxes from Town residents and businesses; receiving, recording, and filing vital records and associated fees.
Financial and Banking Transactions	Receiving, recording, and payment of financial commitments, including payroll.
Justice Court	Processing the court docket, conducting hearings, reporting, and collection of fees and fines.
Safety	Oversight of all Town operations to ensure safety, including the proper use of PPE and processing of worker's compensation claims
Airport	Maintaining the airport for use and emergency purposes, as needed.
Cleaning	Cleaning and sanitation of all Town buildings.

The mission-essential functions for the Village of Lake Placid have been identified as:

Essential Function	Description
Law Enforcement	Enforcement of law and order.
Fire Protection	Providing fire, rescue, and EMS services to the Village of Lake Placid and the Town of North Elba.
Highway Maintenance	Maintaining Village roads and properties for access and safe operation.
Electrical Services	Maintaining the infrastructure and conducting operations to ensure delivery of electricity.
Water/Sewer	Maintenance of infrastructure and services for potable water and sewage in accordance with laws, regulations, and standards.
Executive	Management and coordination of Village operations.
Bill Payment	Receiving, recording, and paying Village financial obligations.

Receipt of Taxes and Payments	Collection, recording, and deposit of taxes and service payments from residents and businesses.
Justice Court	Processing the court docket, conducting hearings, reporting, and collection of fees and fines.

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The tables below identify 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.

The essential positions associated with each essential function for the Town of North Elba are identified below.

Essential Function	Essential Positions/Titles	Justification for Each
Highway Maintenance	<ul style="list-style-type: none"> Highway Superintendent and crew 	Tasked to the highway garage and various locations across the Town for their scope of work.
Solid Waste	<ul style="list-style-type: none"> Transfer Station staff 	On-site management of the receipt, holding, and removal of solid waste in accordance with laws, regulations, and standards.
Code Enforcement	<ul style="list-style-type: none"> Code Enforcement Officer and staff 	On-site inspection of work. Issuance, filing, and tracking of permits.
Assessment/Real Property Valuation	<ul style="list-style-type: none"> Assessor and staff 	On-site assessment of properties. In-office valuation work. Filing of required paperwork. Hearing grievances. Management of exemptions.
Recreation	<ul style="list-style-type: none"> Park District Manager and seasonal staff 	On-site management and oversight of the use of facilities to include the Town beach, golf course, youth program, show grounds, toboggan chute, and others.
Tax Collection, Fees, and Vital Records	<ul style="list-style-type: none"> Town Clerk and Assistant 	Collection and processing of tax payments (seasonal), receipt and timely processing of hard copy and electronic vital records and receipt and recording of applicable fees.
Financial and Banking Transactions	<ul style="list-style-type: none"> Account Clerk Budget Officer 	Recording of payments received from all customers, timely invoicing for services rendered, and timely processing of invoices and payroll.
Justice Court	<ul style="list-style-type: none"> Justices and Clerks 	In-person hearings, reporting, and collection of fees and fines.
Safety	<ul style="list-style-type: none"> Safety Coordinator 	On-site inspection and advising of employee operations and visitor activity to ensure safe conduct, issuance of PPE as needed, and processing of worker's compensation claims.
Airport	<ul style="list-style-type: none"> FBO (contracted service) 	Maintenance of airport operations in accordance with laws and regulations.
Cleaning	<ul style="list-style-type: none"> Custodian 	Ensure all buildings are cleaned and surfaces sanitized in accordance with standards.

The essential positions associated with each essential function for the Village of Lake Placid are identified below.

Essential Function	Essential Positions/Titles	Justification for Each
Law Enforcement	<ul style="list-style-type: none"> All Police Department staff with the exception of meter staff 	Response to emergency calls, complaints, and investigations.
Fire Protection	<ul style="list-style-type: none"> All Fire Department staff 	Response to fire, rescue, and medical emergencies.
Highway Maintenance	<ul style="list-style-type: none"> All Highway Department staff 	On-site repair, maintenance, and clearing of village roads and properties.
Electrical Services	<ul style="list-style-type: none"> All Electric Department staff 	Necessary for on-site monitoring, operation, and maintenance of infrastructure and services.
Water/Sewer	<ul style="list-style-type: none"> All Water and Sewer Department staff 	Necessary for on-site monitoring, operation, and maintenance of infrastructure and services in accordance with laws and regulations.
Executive	<ul style="list-style-type: none"> Mayor's Office staff Village Clerk 	Management and coordination of Village operations.
Bill Payment	<ul style="list-style-type: none"> Deputy Clerk/Treasurer 	Receipt, recording, and timely payment of Village financial obligations.
Receipt of Taxes and Payments	<ul style="list-style-type: none"> Deputy Clerk/Treasurer 	Collection, recording, and processing of tax payments (seasonal) and payments for services.
Justice Court	<ul style="list-style-type: none"> Justices and Clerks 	In-person hearings, reporting, and collection of fees and fines.

It is important to note that Justice Courts are a vital component of Town and Village government, with Justice Court functions budgeted and supported by the legislative and executive bodies of the Town of North Elba and the Village of Lake Placid, respectively. However, we recognize that the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate, which may not fully align with this plan or other measures taken by the legislative and executive bodies of each jurisdiction. As such, the Town Supervisor of the Town of North Elba and the Mayor of the Village of Lake Placid will each ensure coordination as necessary with Justice Court personnel to ensure safe and effective continuity of Justice Court.

Reducing Risk Through Remote Work and Staggered Shifts

By assigning staff to work remotely and staggering work shifts, we can decrease crowding and density at worksites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible.

Town of North Elba staff may be directed to work remotely by the Town Supervisor, who will make this decision with the input of the Town Board and recommendations of department heads. Staff whose positions are appropriate for remote work and who are assigned to work remotely will be notified in person, or via phone, text, or email by their respective department heads. Department heads will work with information technology personnel to ensure that staff assigned to work remotely have access to email and voice messages, and other needed information to support their jobs.

Working remotely requires:

1. Identification of staff who will work remotely.
2. Approval and 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 (note that phone lines may need to be remotely accessed) and access to mail and physical files.

Village of Lake Placid staff whose positions are appropriate for remote work may be directed to work remotely by their respective department heads. This will be communicated in person, via phone, text, or email. Village IT consultants will ensure that staff have the necessary technology and access required to support their work.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of Town and Village government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Town and Village employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, drop boxes, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

Staggered Shifts

Subject to bargaining with applicable unions, 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 of North Elba and the Village of Lake Placid will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

The Town of North Elba has the ability to stagger shifts in all departments, at the direction of the Town Supervisor with support from the Town Board and in coordination with department heads. Department heads will support the Town Supervisor in identifying the optimum scheduling to ensure essential services are delivered to the public. Department heads will notify their staff in person, via phone, text, or email of scheduling changes. For a staggering of shifts that alternates days on-site, staff will be provided with technology and access

to support remote work for the days they are off site. Otherwise, staff assigned off-site will continue to be paid at their normal rate.

The Village of Lake Placid has the ability to stagger shifts in regard to work hours, alternating workdays, and alternating weeks on-site/off-site. Determinations, notifications, and coordination will be handled by department heads. Staff will be notified in-person, via phone, text, or email. Staff assigned off-site will work remotely, as possible. Otherwise, staff assigned off-site will continue to be paid at their normal rate and will be regarded as being 'on call' to support urgent needs. The Fire Department will limit the number of people occupying the fire station and the locations within the fire station which they occupy.

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 can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

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:

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 that 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 its integrity, track usage rates, and provide sufficient PPE to employees per CDC/public health guidelines.

Town of North Elba department heads are responsible for ensuring an adequate supply of PPE and cleaning supplies to meet the requirements of this protocol. A supply of additional PPE and cleaning supplies is available from the custodian at Town Hall. Staff may obtain PPE directly from their department heads as needed. The Town Safety Coordinator will support the identification of appropriate PPE and will ensure staff are using PPE appropriately. The Safety Coordinator will coordinate with office staff to order PPE and cleaning supplies as needed, with private vendors being the primary source. Should supply chains fail, the Town will coordinate with the Essex County Office of Emergency Management and/or the Essex County Health Department, as well as the Town's worker's compensation insurer.

Village of Lake Placid departments each maintain their own supply of PPE and cleaning supplies under the supervision of department heads. The Village Clerk also maintains a surplus supply which can be requested by department heads. Village department heads will order PPE and cleaning supplies as needed, with private vendors being the primary source. Should supply chains fail, the Town will coordinate with the Essex County Office of Emergency Management and/or the Essex County Health Department on behalf of the Village.

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 time, if they are not ill.
 - b. Exposures of Town of North Elba personnel shall be reported to the Safety Coordinator who will notify the Town Supervisor. The Safety Coordinator shall also ensure these protocols are followed.
 - c. Exposures of Village of Lake Placid personnel shall be reported to the Village Clerk who will notify the Mayor. The Village Clerk shall also ensure these protocols are followed.
 - d. The Town of North Elba Safety Coordinator and Village of Lake Placid Clerk shall coordinate on potential exposures of personnel between the two jurisdictions.
 - e. 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. Current CDC/public health guidance shall be followed for other diseases.
 - 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 Supervisor and Mayor shall be the decision-makers for the Town of North Elba and Village of Lake Placid, respectively in regard to this protocol. The Town Safety

Coordinator shall ensure these protocols are followed for Town staff. The Village Clerk shall ensure these protocols are followed for Village staff.

- 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. The Town of North Elba and the Village of Lake Placid reserve the right to 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.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 10 days have passed since symptom onset, **and** at least 24 hours have passed since the resolution of the last instance of fever without the use of fever-reducing medications, **and** other symptoms have improved. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced. CDC/public health guidelines for the current disease in question shall be followed.
 6. Department heads of symptomatic Town of North Elba personnel shall notify the Safety Coordinator who will notify the Town Supervisor. The Safety Coordinator shall also ensure these protocols are followed.
 7. Department heads of symptomatic Village of Lake Placid personnel shall notify the Village Clerk who will notify the Mayor. The Village Clerk shall also ensure 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 a prolonged 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 of the Town of North Elba is confirmed to have the disease in question, the Town Safety Coordinator or their designee should inform all contacts and their respective department heads of their possible exposure.
 - b. If an employee or contractor of the Village of Lake Placid is confirmed to have the disease in question, the Village Clerk or their designee should inform all contacts and their respective department heads of their possible exposure.
 - c. Confidentiality shall be maintained as required by law.

- d. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. Exposures of Town of North Elba personnel shall be reported to the Safety Coordinator who will notify the Town Supervisor. The Safety Coordinator shall also ensure these protocols are followed.
5. Exposures of Village of Lake Placid personnel shall be reported to the Village Clerk who will notify the Mayor. The Village Clerk shall also ensure these protocols are followed.
6. The Town of North Elba Safety Coordinator and Village of Lake Placid Clerk shall coordinate on potential exposures of personnel between the two jurisdictions.

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 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 in a manner and frequency prescribed by CDC/public health.
 - b. Department heads of Town and Village departments will ensure that employees clean and disinfect work areas according to this protocol. The Town Custodian will clean and sanitize all public spaces and high-touch surfaces in accordance with this protocol.
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 North Elba and the Village of Lake Placid are committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered by either or both jurisdictions, independently or together, based upon changes in law, regulation, or local circumstance, as applicable; or negotiations with the applicable bargaining unit, if required.

It is our policy that employees of the Town of North Elba and the Village of Lake Placid will not be charged with leave time for testing or vaccinations. Employees will be provided with up to two weeks (10 days) 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 a medical diagnosis. The Town of North Elba and the Village of Lake Placid will require a copy of a quarantine order or diagnosis from a public health official or physician.

Further, the Town of North Elba and the Village of Lake Placid will provide up to two weeks (10 days) of paid sick leave at two-thirds of the employee's regular rate of pay if 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 orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town of North Elba will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Town of North Elba, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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; as well as negotiations with applicable bargaining units.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of North Elba or the Village of Lake Placid, and as such are not provided with paid leave time by either the Town of North Elba or the Village of Lake Placid, respectively, unless required by law. This leave section shall not be in lieu of employees' rights under worker's compensation or other disability benefits.

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 North Elba and/or the Village of Lake Placid solely to support contact tracing within the organization and may be shared with local public health officials.

Personnel will use the Public Health Emergency Staff Contact Tracking Log (Attachment 1) to track work locations and times during a public health emergency. These logs shall be completed daily and retained by Town and Village department heads. Should contact tracing efforts be needed, the logs shall be submitted to the Town Clerk and Village Clerk, respectively, to support this effort.

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 North Elba and Village of Lake Placid's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of North Elba and/or the Village of Lake Placid will coordinate with the Essex County Office of Emergency Management and/or the Essex County Health Department to help identify and arrange for these housing needs. In the Village of Lake Placid, this activity will be subject to the approval of the employee and approval of the Mayor, and implemented by the

Village Clerk and Treasurer. In the Town of North Elba, this activity will be subject to the approval of the employee and approved by the Town Supervisor with notice to the Town Board, and implemented by the Account Clerk.

