

Public Employer Health Emergency Plan for  
the  
**Village of Philmont**

**Village of Philmont, Inc.**

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Adopted: March 24, 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.

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.

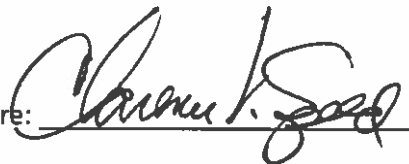
As the authorized official of Village of Philmont, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 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.

Signed on this day: March 24, 2021

By: Clarence V. Speed

Title: Mayor, Village of Philmont

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Clarence V. Speed", written over a horizontal line.

## Record of Changes

Date of Change	Description of Change	By

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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 Village of Philmont. This plan is pertinent to a declared public health emergency in the State of New York that 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.

## Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus that 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 that 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 Mayor of Village of Philmont, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to this plan implementation may be supported by additional personnel, at the discretion of the Mayor of Village of Philmont.

Upon the determination of implementing this plan, all employees of the Village of Philmont shall receive a personal copy of this plan, with the last page requiring a signature confirming their receipt of the plan. Any additional information and updates will be provided on a regular basis and will require the employee's signature of receipt. Additionally, a copy of the plan will be posted in each Village worksite. Contractors and Residents of the Village of Philmont will be notified of pertinent operational changes by posting the information on our Village website. Other interested parties, such as vendors, will be notified by phone and/or email and will receive a copy of the plan in a PDF format if requested. The Village Clerk and Deputy Clerk will maintain communications with the public and constituents as needed throughout the implementation and execution of this plan.

The Mayor of Village of Philmont, their designee, or their successor 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 Mayor of Village of Philmont, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

## Essential Positions

Each essential function 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
<p><b>Resident Safety</b></p> <p><b>Resident Safety</b></p> <p><b>Equipment repairs for Resident Safety</b></p>	<p>Superintendent, DPW</p> <p>Fire Department</p> <p>Contractors</p>	<p>The Positions/Titles indicated are essential workers and necessary for the safety and well-being of the Village residents. To complete the tasks within the scope of their positions, it is imperative that they work on site. Contractors in this category may need to be on site to repair or provide manual service to equipment.</p>
<p><b>Financial/Administrative</b></p> <p><b>Financial/Administrative</b></p> <p><b>Resident Safety</b></p> <p><b>Law/Administrative</b></p> <p><b>Law/Administrative</b></p> <p><b>Police Department</b></p> <p><b>Communications</b></p>	<p>Clerk/Treasurer</p> <p>Deputy Clerk</p> <p>Code Enforcement</p> <p>Justice,</p> <p>Justice Clerk,</p> <p>Officer in Charge and Officers</p> <p>IT Contractors</p>	<p>The Positions/Titles indicated are essential workers having demonstrated the ability to successfully work remotely as needed, at the Mayor's request.</p> <p>The Positions/Titles indicated are essential workers having demonstrated the ability to successfully work remotely as needed, at the request of the Village Justice.</p> <p>Essential workers necessary for the safety and well-being of the Village Residents, will report as Officer in Charge and Mayor instruct. .</p> <p>Information Technology Contractors work remotely and may intermittently work on site as needed.</p>
<p><b>Governing for Residents Safety and Well-Being</b></p>	<p>Mayor</p> <p>Trustees</p>	<p>Leadership is required and necessary during an emergency. The Positions/Titles indicated are leaders within the Village of Philmont. These leaders may be required to be on site to perform some of their duties as directed by the Mayor. These leaders can identify what additional Key – Contractors and Employees would be necessary to continue to govern and provide critical services.</p>

<b>Trash Removal Snow Removal</b>	DPW	Required service on site for the health and safety of the Village of Philmont residents.
<b>Water &amp; Sewer Operations</b>	DPW	Required on-site service for the health and safety of the Village of Philmont residents.

## 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. To the maximum extent practical this will be our plan. We do, however, need to maintain a minimum level of service and there will be a negative impact to providing the minimum level of services as indicated in the table below.

<b>Essential Function</b>	<b>Minimum Level of Services Required (Best Quantified Estimate)</b>	<b>Impact of Providing the Minimum Level of Services (Delayed completion/or postponed)</b>
Village of Philmont Government Board, Employees and Contractors Providing Oversight and Services	Overall Leadership and Decision Making is Essential. Convene Boards, Manage employees and contractors. Provide Oversight.	Fewer On-site Meetings Close facilities to the Public Curtail non-essential activities and non-essential services
Information Technology To Govern	Internet Access, Power and Phone Services need to be available.	Repair times may be lengthened non-essential repairs postponed
Communications	Continue Essential Email and Phone	Fewer Communications and Response times may be lengthened
Fire Department	Full service is paramount.	Full service is paramount
DPW -Water and Sewer Streets and Sidewalks	Maintain Operations	Delay non-essential repairs
DPW - Trash and Snow Removal	Maintain	Response times may be lengthened
Taxes and Water Bill – Reporting	Maintain	Response times may be lengthened
Building and Machinery Upkeep	Maintain Critical Machinery	Repair times may be lengthened Non-essential repairs postponed
Code Enforcement	Continue essential services	Response times may be lengthened
Village Court	Continue essential services	Response times may be lengthened Postponements may be necessary
Police Department	Continue essential services	Non-essential events cancelled



## 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 and practical. 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
    - i. Note that phone lines may need to be forwarded to off-site staff.

The Village of Philmont leadership teams will identify essential staff and services required, establish procedures to sustain ongoing operations, and ensure that employees, and contractors have the capacity to work remotely, if necessary. The final approval of any arrangements proposed will be at the discretion of the Mayor. The Village of Philmont leadership is responsible for implementation activities, providing technology, troubleshooting, and resolving issues and administration of equipment accountability. Workflow assignments will be determined by Village of Philmont leadership teams after consultation with the Mayor. Specific reductions in the level of services rendered for essential services will be reviewed and approved by the Mayor.

## Staggered Shifts

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, Village of Philmont 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 Village of Philmont leadership is responsible for determining whether implementing staggered shifts might allow for more work productivity and safer working conditions. Workflow assignments that might be conducted on alternative shifts and alternatives to normal working hours will be determined by the Village of Philmont leadership teams after consultation with the Mayor. Approval from the Mayor is required.

## 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 that 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.

Note that the acquisition of cleaning supplies and shortages may occur during a health emergency. Every effort will be made to overcome these situations and modifications to processes may be required to accommodate shortages or unavailability of PPE.

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 are stored in a temperature-controlled environment to 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.
  - d. Lists of suppliers and emergency procurement procedures are kept in the Clerks Office.
  - e. The procurement, coordination of activities and distribution of PPE supplies will be the responsibility of the Deputy Clerk and Clerk-Treasurer with oversight rendered by the Mayor.
4. There are five (5) primary work areas within the Village of Philmont and the usage and processes followed in each work area may vary.
  - a. Village Hall
    - i. Clerk's Office
    - ii. Village Hall – Meeting Room
    - iii. Fire Department – Lower Level
    - iv. Police Office
    - v. Common Areas
  - b. DPW Garage
  - c. Water and Sewer Plant operations
  - d. Outside Work
  - e. Work from Home

## Staff Exposures, Cleaning, and Disinfection

It is extremely important that all employees, and contractors who report and/or visit any Village of Philmont work site adhere to the established protocols identified herein. Hand washing, use of PPE, temperature screening, social distancing and rigorous cleaning of surfaces should be conducted to mitigate the risks of

exposure. If you have been exposed to someone who is positive for COVID-19 or been identified as a close contact of someone testing positive, please indicate this to the Village Clerk via telephone 518 758-9882.

## 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, along with 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 if they are not ill.
    - b. Village Clerk should be notified via telephone at (518) 672 - 7032 of potentially exposed employees or contractors and the Village Mayor 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 or volunteers, 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 always wear appropriate PPE s 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. Village Mayor in consultation with Trustees, Attorney are the decision- makers in these circumstances and the Mayor is responsible for ensuring 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. Village of Philmont may require sick employees and contractors to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, or qualify employees for sick leave, or return to work. The guidelines in the employee, and contractors work benefit and employment agreements are not obviated by this emergency unless waived by the Mayor.
  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.
- C. If an employee, and/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, and/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/or contractor exposures will be conducted.
    - a. If an employee, and/or contractor or volunteer is confirmed to have the disease in question, Village Clerk should be notified via telephone at (518) 672 - 7032 or their designee should notify the County Public Health Department and inform all known contacts of their possible exposure. Confidentiality shall be maintained as may be required by the Health Insurance and Portability Act (HIPAA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

Note: It should be recognized 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 Department of Public Health 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 routinely and less often if offices are closed to the public.
  - b. In the event of a widespread Health Emergency such as the Corona Virus, the Village of Philmont offices and venues would be closed to the public.
2. Staff tasked with cleaning and disinfecting their work areas will be issued and required to wear PPE appropriate to perform the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet CDC 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 Village of Philmont is 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 based upon changes in law or regulation, as applicable.

It is our policy that employees of the Village of Philmont will abide by the requisite Local, State and Federal laws. Applicable to the Health Emergency and where these laws will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours or their regular weekly hours of paid sick leave) at the employee's regular rate of pay for a period of 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. In accordance with the current New York State Labor Law, the employee may be required to submit to the Village of Philmont, documentation to confirm testing was preformed or a medical diagnosis was provided.

Further, the Village of Philmont will provide up to two thirds 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 childcare 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 for them to do so. In accordance with the current New York State Labor Law, the employee may

be required to submit to the Village of Philmont, documentation from the school or childcare provider confirming their closure or unavailability.

Additionally, the Village of Philmont 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 Village of Philmont, 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. In accordance with the current New York State Labor Law, the employee may be required to submit to the Village of Philmont, documentation from the school or childcare provider confirming their closure or unavailability.

Additional provisions and employee benefits may be modified or enacted based upon the need and the guidance and requirements in place by local Federal and State employment laws, FMLA, executive orders and other potential governing sources.

Volunteers are not classified as employees of Village of Philmont and as such are not provided with paid leave time by Village of Philmont.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Village of Philmont, and as such are not provided with paid leave time by Village of Philmont.

## 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 Village of Philmont to support contact tracing within the organization and may be shared with local public health officials.

## 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 Village of Philmont'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, Village of Philmont will coordinate with The Columbia County Office of Emergency Management, to help identify and arrange for these housing needs. The Village Mayor in consultation with the Trustees, are the decision-makers in these circumstances and the Mayor is responsible for ensuring protocols are followed.

**Public Employer Health Emergency Plan For  
the Village of Philmont**

This page is to confirm employee receipt of the Public Employer Health Emergency Plan for the Village of Philmont.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date