

PANDEMIC EMERGENCY OPERATIONS PLAN



DATE OF APPROVED PLAN: MARCH 16, 2021

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

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.

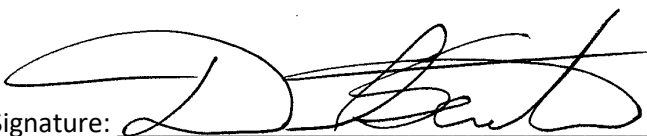
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Village of Brookville, 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: 3/16/2021

By: Daniel H. Serota

Title: Mayor

Signature: 

This Pandemic Operating Plan for the Village of Brookville is in place so that all elected officials, employees, contractors, volunteers, residents, visitors and others can be aware of the policies and procedures that we have in place to govern the activities and the residents of the Village of Brookville.

The following is an action plan for the Village of Brookville to follow when deemed necessary to implement when dealing with a Pandemic.

1. Levels of Actions
2. Personnel and Health Assessment
3. Remote working
4. Staggered work shifts
5. Village staff exposures, cleaning and disinfection
6. Costs
7. Personal Protective Equipment
8. Public Meetings
9. De-escalation of the Action Plan
10. Future Warnings

1. Levels of Actions

This will allow a coordinated effort and response by the Village of Brookville. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active monitoring

- More frequent sanitizing of common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and Board members
- Monitor communication with Nassau County Department of Health
- Communicate to staff to stay home if sick or symptomatic
- Monitor illness among staff
- Review and update emergency plans as necessary

Level 2: Mitigation

- Confirm cases among employees, board members and staff
- The effected building will close if necessary
- Set forth a plan for further precautionary measures that the village must take to limit exposure
- Potentially cancel all Village events
- Communicate to staff about which employees are to report to maintain services
- Work remotely
- Perform a deep cleaning of all areas
- Communications to residents

2. Personnel & Health Assessment

Personnel

NYCOM defines essential vs nonessential functions and personnel as follows “Essential public functions include those operations deemed necessary for the functioning of the local government as determined by the local government itself.

Examples of essential public functions include, but are not necessarily limited to, the village board of trustees, public works personnel necessary to maintain municipal property, zoning boards of appeals, planning boards, architectural review boards and any other agency that issues permits or approvals, and any other local government staff necessary to protect the public’s health, safety, and welfare.

In addition, the staff necessary to support those operations and to continue the functioning of the local government, including human resources, payroll, and accounting personnel are also considered essential.”

In the Village of Brookville, all our personnel, Clerk, Treasurer, Superintendent of Buildings are, by definition, personnel performing essential functions.

Village personnel will not report to Village Hall if they have (a) a temperature over 100° or if they show symptoms of the virus, such as fever, cough, acute respiratory illness. With our small number of personnel, this is a personal responsibility.

The Village may require additional assessments be taken, such as, but not limited to, Covid-19 test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

Village personnel will “social distance” in Village Hall and masks will be worn when deemed appropriate. The Village will maintain flexible policies that will permit employees to stay home to care for sick family members if need be.

The Village will pay all employees COVID19 sick time for any COVID19 related situation/illness. This will not be counted against the employee’s sick time. It is our policy that employees of the Village of Brookville will not be charged with leave time for testing.

Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee’s regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Health Assessment

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

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

The Village provides signage, outside and inside the Village office, to restrict entry by visitors with any symptoms and to require face masks and social distancing;

The front desk at the Village office, a primary point of contact with residents, contractors and other stakeholders, will be protected with a barrier to protect our personnel;

Meetings of our Trustees and various Boards, will necessarily be restricted from occurring in the Village Office due to gathering restrictions that exist at the time of this writing and will continue to be held electronically or by videoconference;

Use of Hand Sanitizer by personnel and visitors is encouraged;

Access is restricted to the Village Office in various manners including: a video door buzzer, a “drop box/pickup box”, and plexiglass barriers at the front desk and the conference room

The Village will maintain a supply of face masks, antibacterial wipes, spray disinfectant, hand sanitizer and antibacterial soap for use in Village Hall;

3. Remote Working

The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to the handbook for use on Village owned equipment). The Village Administrator will determine schedules for departments/employees as necessary (who is in the office and working remotely).

4. Staggered Work Shifts

The office will be staffed by one individual at a time. This will be reevaluated on a week-by-week basis.

Essential and non-essential personnel will have access to a work computer at home with access to their desktop screen.

5. Village Office Staff Exposures, Cleaning and Disinfection

The Village will evaluate the closing and subsequent opening of the Village Office monthly at the Board of Trustees meeting and determine whether to open the facility.

Visitors, other than drop off, pick up or minor engagements, may be asked fill out a questionnaire to determine whether they have symptoms of COVID-19 or have risk factors for COVID-19. A log of such information would be maintained for contact tracing purposes.

Village Hall will be cleaned thoroughly every week and if there is an incidence of COVID-19 in we will bring in an appropriate contractor to perform an appropriate thorough cleaning of the facility.

Village personnel will be personally responsible to “wiping down surfaces” with disinfectant wipes provided by the Village each day or as they deem necessary for the protection of their own workspaces.

It is our judgment that the above procedures for People, Places and Processes, which may be amended or revised at any time, represent current “Best Practices” that a municipality of our small size and scope can rely on to provide effective protection for our stakeholders. This was derived from the guidance from NYCOM – Local Government Pandemic Operations Plan.

6. Costs

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

7. Personal Protective Equipment

The Village will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE.

8. Public Meetings

The Village will follow NYS guidelines on public meetings. The Village, if possible, will offer in person meetings with social distancing as well as offering zoom meetings when needed.

Meetings of our Trustees and various Boards, will necessarily be restricted from occurring in Village Hall due to gathering restrictions and be held electronically or by videoconference, subject to the Executive Order guidance for such meetings, such as recording. This plan will evolve as the guidance evolves over time.

9. De-escalation of the Action Plan

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

10. Future warnings

Information on this Pandemic Operating Plan is not static; it is constantly changing. As such, our plans and processes will change as best practices evolve. The Village of Brookville will continue to maintain its vigilance and maintain its best practices, as we currently understand them and as they change with new knowledge, as the pandemic runs its course or until there is a safe and effective vaccine, treatment or other solution.