

Public Employer Health Emergency Plan Town of Colonie



March 25, 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 PBA Unit A; CSEA Unit B; CSEA Unit C; CSEA Unit D; UPSEU Unit E, the Police Supervisors Association; and UPSEU Administrative Unit, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Town 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 Town of Colonie, 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 25, 2021

By: Paula A. Mahan

Signature: Paula A. Mahan

Title: Town Supervisor

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Contents – Section 1: Public Employer Emergency Health Plan

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Concept of Operations	6
Mission Essential Functions.....	6
Risk Reduction and Mitigation	7
Personal Protective Equipment.....	9
Staff Exposures, Cleaning and Disinfection.....	10
Employee Leave	12
Documentation of Work Hours and Locations	12
Housing for Essential Employees.....	13
Appendix A: Pandemic Response and Protocols.....	14
Appendix B: Screening Form	17
Part II	1
Town of Colonie Police Department.....	1
Public Health Emergency Operational Plan	1
Part II: Town of Colonie Police Department	2
Public Health Emergency Operational Plan	2
Policy	3
Exposure Determination	6
Roles and Responsibilities	6
Part III	1
Town of Colonie.....	1
Emergency Medical Services Department	1
Public Health Emergency Operational Plan	1
Town of Colonie Emergency Medical Services	2

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York 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, requiring 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 Colonie. 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 contractors¹ 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 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 to use CDC Guidance for Keeping Workplaces, Schools, Homes and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Wearing a face mask.
- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing

¹ The term contractors throughout this document refers to individuals employed by other entities who enter Town facilities to perform duties contracted for by the Town such delivery persons, equipment maintenance and repair persons, HVAC technicians, and equipment installers. Such individuals are required to comply with the same safety protocols as a Town employee.

- 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, do not report to work.
- If you are feeling ill or have a fever at work, 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 New York State Department of Health or Albany 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 the 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 expect 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 Supervisor, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Colonie shall be notified by their department heads, with details provided as soon as possible and as necessary, with additional information and updates provided on a regular basis. Residents and the public will be notified of pertinent operational changes by way of press releases to the Times Union, the Spotlight, and local television stations; notifications on the Town's website, and alerts through Stay Connected. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Employee unions will be notified by the Human Resources Director by phone and/or email. The Town Supervisor or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor, 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 Colonie is committed to ensuring that essential functions will be continued even under the most challenging of circumstances. Essential functions are those which 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 Colonie.

The Town of Colonie provides services vital to Town residents, businesses and the public. All functions and employees are essential. During a health emergency, The Town will prioritize functions as necessary to maintain continuity of operations.

Factors to be considered when prioritizing operations include the need to:

1. Maintain first responder capacity to ensure safety and health of the public.²
2. Respond to weather emergencies to ensure the safety of the public.
3. Maintain the water treatment and distribution system and the sewage collection and treatment system to ensure health of the public and to comply with statutory regulations.
4. Maintain the Town's transportation infrastructure including roadways and sidewalks and ensure roadways are safe during adverse weather conditions.
5. Maintain the Town's information technology infrastructure to ensure continuity of Town operations.
6. Purchase necessary goods and services to maintain continuity of operations and to procure necessary cleaning and disinfections supplies and personal protective equipment.
7. Conduct financial operations to collect monies, pay for goods and services, and process payroll.
8. Perform services with statutory time limitations such as collecting and processing tax payments and processing property assessment grievances.
9. Perform functions to protect vulnerable residents including, but not limited to senior citizens.
10. Conduct administrative functions to support essential functions.

Risk Reduction and Mitigation

General Exposure Reduction

The Town will reduce exposure of employees to each other and to the public through the following:

1. The Town will follow any requirements put in place by the Governor's Office or by executive orders.
2. The Town Justice Court will follow any requirements put in place by the New York State Office of Court Administration as well as any encompassed in #1 above
3. The William K. Sanford Town Library will follow any recommendations put in place by the Upper Hudson Library System as well as any encompassed in #1 above.
4. Residents, vendors and the public will be encouraged to conduct business by phone, mail and email.
5. Employees will provide curbside service to the public where feasible.
6. Drop Boxes will be installed in vestibules and hallways to reduce the need for in-person visits.
7. In-person visits will be by appointment only when feasible.
8. Employees will self-screen using current Centers for Disease Control (CDC), New York State Department of Health (NYS DOH) or Albany County Department of Health (DOH) criteria. Employees who do not meet criteria will not enter the premises.
(Screening Form: See Appendix B)
9. Visitors will be required to self-screen before being allowed access to Town facilities.
10. Visitors and staff will be required to comply with current safety requirements such as wearing mask masks and maintaining social distancing.
11. Plexi-glass shields have been installed in public facing offices.

² Separate Police Department and Emergency Medical Services Department Plans are included as appendices to this document.

12. The Town will use a reserved conference call line to conduct meetings internally and with outside vendors and providers.
13. Employees will be reissued Pandemic Response and Protocols document initially issued on May 8, 2020 (included as Appendix A) amended as necessary to address the disease in question.

Staggered Schedules and Alternate Staffing Patterns

Implementing staggered schedules and alternate staffing patterns may be possible for employee performing duties which are necessary to be performed on-site. Regardless of changes in the start and end times of work days, the Town of Colonie will ensure that employees are provided with their typical or contracted minimum number of work hours per week. Implementing such schedules and patterns requires:

1. Identification to positions for which work hours will be staggered. – Department Heads in conjunction with the Town Supervisor and Human Resources Director will determine the positions for which it is feasible to stagger work hours.
2. Approval and assignment of changed work hours. – Changes in work hours will be approved by Department Heads in conjunction with the Town Supervisor and Human Resources Director. The Town will operate within the parameters of the current bargaining unit agreements and will consult with the appropriate bargaining unit officials in the event any assignments are not within the parameters of such bargaining unit agreements.

Field and Plant Staff

Departments can utilize the following measures to reduce exposure for field staff and staff at the Mohawk View Water Treatment Plant and Pure Waters Sewage Treatment Plant.

1. Staff will be divided into teams with staggered schedules to reduce interaction.
2. Staff teams will not interact at arrival, break, lunch, clean-up and departure times.
3. Insofar as possible, staff will transport to work sites in separate vehicles.
4. Insofar as possible, staff in different teams will not be assigned to work together.
5. Employees will wear masks and other appropriate PPE as necessary in vehicles and at work sites.
6. Insofar as possible, employees will maintain social distance on work sites.

In-House Staff

1. Staff will wear masks and other appropriate PPE as necessary in offices and common areas.
2. Staff will be spread to unused conference rooms as necessary to reduce density in office areas.

3. Cameras have been installed in some office computers to enable virtual meetings.
4. A dedicated conference line has been reserved to enable teleconferences.
5. In severe conditions, some staff may be able to telework on a rotating basis.
6. Some laptop computers have been configured for individual users in the event of a need to telework.

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
- Eye Protection
- Face Shields
- Gloves
- Disposable gowns and aprons

In the event that a new communicable disease that is the subject of a public health emergency occurs, the Town will conduct a PPE hazard assessment to determine the appropriate PPE for employees. Such assessment will be completed utilizing the most recent guidance from the CDC, the New York State Department of Health and the Occupational Health and Safety Administration (OSHA). Training will be provided on the use of the PPE.

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
 - 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 during any given work shift for at least six months.
 - Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock
 - PPE must be stored in a manner which will prevent degradation.
 - Employees and contractors must have immediate access to PPE in the event of an emergency.
 - The supply of PPE must be monitored to ensure integrity and to track usage rates.

Procurement

The Town of Colonie will follow CDC, NYS DOH and/or Albany County (DOH) recommendations as to appropriate PPE for performing specific functions. Each department head will determine what PPE is required for their department and will work with the General Services Director and the Town Comptroller to secure the items. Items including masks, gloves and disposable gowns and aprons are ordered regularly as needed through the Town's Emergency Medical Services annual bid. Additional items can be ordered through the New York State contracts with Amazon and other vendors. In the event of a declared state of emergency, items can be ordered off-contract if necessary.

Storage, Access and Monitoring

The General Services Director has responsibility for storage of PPE for non-emergency staff. The current storage practice is that PPE is delivered to and stored in climate-stable areas in Town Hall. PPE is then disbursed to departments according to their needs. Smaller supplies of PPE are readily available in each department. Department Heads or their designees monitor their supplies of PPE and report needs to the General Services Director.

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 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 should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. If possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Human Resources Director and the Department Head must be notified and are responsible for ensuring that 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 to work following potential exposure, provided that 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, 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 will be limited as much as possible.

- c. Work areas in which the subject employee is present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfecting for additional information.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Department Head and the Human Resources Director in conjunction with the Albany County DOH make any decisions regarding an essential worker in these circumstances and are responsible for ensuring these protocols are followed.
- B. If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:
- 1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, visitors and the public. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees 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.
 - 4. The Town of Colonie will not require sick employees to provide a negative test result for the disease in question to return to work unless there is a recommendation from the CDC/public health officials to do so. The Town of Colonie will follow current CDC, NYS DOH and/or Albany County DOH guidance in regard to documentation of a positive diagnosis of the disease in question to support the use of sick leave or absence due to quarantine.
 - 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 health guidance shall be referenced.
 - 6. The Human Resources Department must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee 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 will be cleaned, disinfected or otherwise treated in accordance with CDC/public health guidance for the disease that is the subject of the public health emergency.
 - 3. Identification of potential employee exposure will be conducted.
 - a. If an employee is confirmed to have the disease in question, the Human Resources staff shall 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 Human Resources Director or 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 Disinfection

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. The Town of Colonie's current procedures include the following:

1. Building maintenance staff and other staff regularly tasked with cleaning are provided with PPE appropriate to the task.
2. Each work site, office and vehicle is provided with disinfecting wipes and sanitizer.
3. Each employee is provided with personal size hand sanitizer.
4. Each employee will wipe down their tools and high-touch areas in work spaces and vehicles on a daily basis at the minimum.
5. Employees will travel with vehicle windows open at the beginning and end of each trip to exchange air in the vehicle.
6. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
7. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Leave

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

It is our policy that employees of the Town of Colonie will not need to charge leave time for testing for the disease in question. Employees who test positive for the disease in question will be paid for time off under the sick leave provisions of the applicable collective bargaining agreements or the Town sick leave policy for non-bargaining unit employees and /or under the provisions of any federal, state or local legislation addressing the public health emergency. Employees who are required to quarantine in relation to the disease in question will be paid under the provisions of any federal, state or local legislation addressing the public health emergency.

Additional provisions may be enacted based upon need and the guidance and requirements in place by the federal and state employment laws, the Family Medical Leave Act (FMLA), executive orders and other potential sources.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be provided by the employee who has tested positive for the disease in question or by the employee's supervisor. This information may be used by the

Town of Colonie 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 communicable disease to protect these employees from potential exposures, thus helping ensure their health and safety and the continuity of the Town of Colonie'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 Colonie will coordinate with the Albany County Office of Emergency Management to help identify and arrange for these housing needs. The EMS Chief and/or Human Resources Office will be responsible for coordinating this.

Appendix A: Pandemic Response and Protocols



To: All Town of Colonie Departments

Date: May 8, 2020

**Regard to: COVID-19 Pandemic Response and Protocols for
Reopening Town Government Offices**

After several weeks of shuttering most of America due to the COVID-19 Pandemic, we are steadily approaching the relaxing of stay-at-home orders at the federal and state levels. The Town of Colonie is dedicated to the safety and health of our employees and the public we serve. The Town is basing the decisions made to re-open and how we conduct everyday business on information received from Federal, State and County health officials to provide the safest working environment possible. Pre-opening planning is vitally important to the success of our government offices reopening. Keep in mind that the guidelines on the response to the pandemic are very dynamic and may require amending some of our procedures as those guidelines come available.

The following are the protocols addressing the re-opening of Town Government Buildings:

1. All employees will be held to a **zero tolerance** for sick workers reporting to work.
IF YOU ARE SICK, STAY HOME!
IF YOU FEEL SICK, GO HOME!
IF YOU SEE SOMEONE SICK, SEND THEM HOME!
2. All Town employees will adhere to recommendations from the CDC and Department of Health on how to stay safe. These recommendations are available from the Center for Disease Control and Prevention at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and the New York State Department of Health at www.ny.gov. These documents are also available from the Department of Human Resources
3. Employees will conduct daily self-checks and a self-screening to assure the following:
 - No sign of a fever or a measured temperature above 100.3 degrees within the past 24 hours. (Touchless thermometers will be available for employees that need to check their temperature. Proper sanitizing of the device will be performed by the employee that handles it.)
 - No Cough within the past 24 hours.
 - No Sore Throat within the past 24 hours.
 - No Trouble breathing within the past 24 hours.
 - Has not had "close contact" with an individual diagnosed with COVID-19.

“Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19 or being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes.

- Has not come in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
 - Physical distancing will be practiced in all Town buildings as well as outdoors on all Town property. Physical distancing is **keeping 6 feet between themselves and others**, whenever possible. When it is not possible to social distance, a facemask is to be worn.
4. All Town employees **will** wear a face covering when they **may not be able** to maintain at least 6 feet of distance between themselves and others.
A face covering is mandatory for any staff member traveling through public and common areas or from office to office in a town building.
Once your destination is reached and social distancing can take place, a mask will not be necessary, but is encouraged.
 5. All employees will continue to practice healthy hand hygiene.
 6. Alcohol-based hand sanitizers should remain accessible in all common areas (for example, lobby, bathrooms, hallways) to encourage hand hygiene among building occupants. Each office is responsible for maintaining the proper supply of sanitizers and any other personal protective supplies needed by their employees.
 7. All offices should consider posting in common areas the:
"Stop the Spread of Coronavirus" flyer, which is available at nyc.gov/health/coronavirus
 8. All offices will limit the number of people (most likely one at a time) entering an office area to conduct their business.
 - Members of the public and visitors needing to enter an office area will be required to wait in the hall/lobby. If a representative from the Town must meet with a member of the public, every effort must be made to meet with that person in a conference room or area outside of office employee work stations.
 - Each office will display signs or floor labeling to instruct people where to stand at the counter and where to wait in the hallway/lobby
 9. The Town will install barriers in any area where employees are required to offer face-to-face contact with the public.
 10. Town employees will limit the number of people getting into an elevator at the same time to avoid crowding. (Everyone should consider only riding the elevator with their own party or who are unable to use the stairs.)

11. When deliveries are taking place to Town facilities (for example, packages, food deliveries, etc.) building occupants will maintain physical distancing when getting packages or mail, and when entering or exiting the building. This does not change the policy of mandatory face coverings as long as that policy is in effect.
 - If there is a fire alarm in the building, all employees should follow the building's standard protocols if there is a fire alarm, and fire safety should not be compromised. Fire and building codes should continue to be followed, and fire doors should not be propped open. Encourage building occupants to practice physical distancing and maintain at least 6 feet distance from each other as they exit the building during such an incident.
12. If repairs are being conducted in a specific area (for example, plumbing, maintenance) Building occupants and employees will follow normal preventive actions, such as practicing healthy hand hygiene and maintaining physical distancing while the work is being completed. Building occupants and workers should also be wearing face coverings.

Appendix B: Screening Form

Town of Colonie Daily COVID-19 Screening Form

All Employees must complete screening before entering the workplace

1. Have you knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
(Close or proximate contact is measured by more than fifteen minutes at once or a total of fifteen minutes combined throughout a 24-hour period. ___(YES) ___(NO)
2. Have you tested positive for COVID-19 in the past 10 days?
(Check YES or NO) ___(YES) ___(NO)
3. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
Have you experienced any of these symptoms in the past 10 days? (Check YES or NO)
 - a. A body temperature above 100 degrees ___(YES) ___(NO)
 - b. New / Unusual Cough ___(YES) ___(NO)
 - c. New / Unusual Shortness of breath or difficulty breathing
 ___(YES) ___(NO)
 - d. Fever or chills ___(YES) ___(NO)
 - e. New / Unusual Fatigue ___(YES) ___(NO)
 - f. New / Unusual Muscle or body aches ___(YES) ___(NO)
 - g. New / Unusual Congestion or runny nose ___(YES) ___(NO)
 - h. New / Unusual Sore throat ___(YES) ___(NO)
 - i. New loss of taste or smell. ___(YES) ___(NO)
 - j. New / Unusual Headache ___(YES) ___(NO)
 - k. New / Unusual Nausea, vomiting or Diarrhea ___(YES) ___(NO)

If you develop symptoms while at work, immediately isolate yourself from other staff and contact your supervisor for direction.

If you have experienced any other symptoms of illness not listed above, please contact your supervisor or The Department of Human Resources (518) 783-2720 by telephone prior to entering the workplace.
Call your medical provider for any other symptoms that are severe or concerning to you.

If you answered YES to any of the above screening questions

DO NOT ENTER or immediately leave the workplace

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Part II

Town of Colonie Police Department Public Health Emergency Operational Plan

Part II: Town of Colonie Police Department Public Health Emergency Operational Plan

Introduction

This plan is designed to comply with NYS Labor Law Section 27-C – *Duty of public employers to develop operation plans in the event of certain declared public health emergencies*. It is to be used in conjunction with the Town of Colonie Comprehensive Emergency Management Plan, the Colonie Police Department’s (CPD) Continuity of Operations Plan, the Colonie Police Department’s Standard Operating Guidelines, and the Department’s Infectious Disease Exposure Control Plan.

Definitions

- Essential employee – an employee that is physically required to be present at a worksite to perform his or her job.
- Non-essential employee – an employee that is not required to be physically present at a worksite to perform his or her job.
- Communicable disease – an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
- Contractor – an individual performing services as a party to a contract awarded by the Town of Colonie.
- Retaliatory action – the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Job Functions

The following job titles are considered essential. Each has an accompanying statement of job description and justification for being deemed essential:

- **Communicator**- Duties involve answer emergency and non-emergency phone calls that may require Police, EMS, Fire Department response.
- **Patrol Officer**- Some of these duties involve responsibility for enforcing the laws of New York State, dispute mitigation, providing emergency services, traffic control, conduct preliminary investigations, and patrol assigned zones within the Town of Colonie’s jurisdiction.
- **Investigator** - These duties involve responsibility for conducting criminal investigations and the recovery of stolen property.
- **Sergeant** – The duties involve providing leadership, training, field supervision, and conduct briefings for staff on assigned shift.
- **Lieutenant** – The duties involve providing leadership, assign duties to lower ranking Officers, direct subordinates members in achieving the goals and the mission of the Police Department and report matters of importance to the Deputy Chief,

- **Deputy Chief** - Duties include providing leadership, management of assigned areas such as operations, staffing, training, human resources, purchasing practices and supply inventory. In addition to the management duties, the duties also involve responsibility for direct supervision of Lieutenants.
- **Chief** - Duties include, providing leadership, management of assigned areas such as operations, staffing, training, human resources, purchasing practices and supply inventory. In addition to the management duties, the duties also involve responsibility for direct supervision of Deputy Chiefs.

Non Essential employees will have to be determined at the onset of a public health emergency but could include Administrative Aids and part time civilian employees.

Policy

The Colonie Police Department's operational plan in the event of a declared public health emergency is as follows:

Non-essential employees:

If work schedules must be altered to facilitate social distancing, or work shifts must be staggered because of a stay at home order, several of our Administrative Assistants currently have the capability to work from their homes to ensure continuity with the Police Department's record keeping. Additional laptops may be required and purchased if the need arises.

Essential employees:

The following essential employee titles must report to work due to the nature of their job:

Patrol Officer including

Traffic Safety

Sergeant

Lieutenant

The schedule for the above employees are already staggered for various reporting times. For those who mostly work in the building there is ample room for employees to social distance.

Other essential employees:

The following employees remain essential, but due to the nature of work performed they may be able to reduce work hours/telecommute:

Investigators

Deputy Chief

Chief

A schedule should be implemented that affords necessary office hours with reduced time physically at the workplace. This will be accomplished by half days physically in the office, with the other half dedicated to telecommuting.

Personal Protective Equipment

The Colonie Police Department has delineated which employees are at risk for exposure in the Infectious Disease Exposure Control Plan (attached). Non-essential employees will be given a supply of surgical masks to wear when reporting to work. Alcohol based hand sanitizer shall be available at every office at the Police Department. A large supply of plastic face shields exists and may be distributed to office staff if requested.

Essential workers have a readily available supply of sanitizer, gloves, N95 masks, surgical masks, and face/eye shields. A dedicated PPE supply cabinet has been installed in the closet on the first floor. The Administrative Lieutenant or his designee shall ensure adequate restock supplies exist in that cabinet for essential employees to restock as necessary. A cleaning procedure for N95 masks has been instituted (Appendix I) and essential employees shall follow this policy in the event there is a shortage of N95 masks. In the event of a prolonged N95 shortage, all essential employees have been fit tested for 3M half face masks with P100 cartridges and these shall be deployed. The 3M half face mask is reusable equipment and sufficient replacement cartridges have been acquired to allow for prolonged use of half face masks until the return of normal supply chain. Main storage of all PPE exists in a storeroom which is temperature controlled. Stock is regularly 'cycled through' as it arrives from the supplier to prevent expiration and degradation. Access to all supplemental equipment can be gained by any member of the tactical team, Admin Lieutenant, and Admin Sergeant.

A cleaning procedure exists for cleaning of work stations and Police vehicles. The preferred method is to utilize the Optim 1 wipes, or similar brand, and/or a spray solution containing bleach. All areas that are susceptible to touch should be thoroughly wiped down. There is a log for when the Ozone Generator is used for Police vehicles. Work stations can further be decontaminated as necessary with either the ozone machine, or the Thymol Electrostatic Sprayer. A sufficient supply of Optim 1 wipes (0.5% hydrogen peroxide) will be available within each office to easily and readily decontaminate hard and soft surfaces.

Tracking of work hours

All work hours, including reporting times, reporting locations, and staffing levels, shall be maintained by the shift Lieutenant or his/her designee.

Prevention of spread

The Department maintains an exposure log to track all exposures of all employees and any associated coworkers. To limit cross contamination, briefings will be conducting outside by the sally port, everyone in attendance will maintain a 6-foot standoff and wear a face covering. Officers will not enter the building unless it is vital to his/her work. Officers will bring their uniforms and equipment home so they can report to briefing directly from their car. At the beginning of each shift, employees shall self-screen for symptoms and take their temperature. Any reported illnesses will be relayed by the phone to their immediate supervisor. Should an employee display any sign or symptom of illness while they are working this operation plan shall be consulted for guidance. Disinfection of any areas that an employee has been in contact with shall commence immediately by the methods listed above in the section Personal Protective Equipment (wiped down, electrostatically sprayed, cleaned with ozone, cleaned with Optim 1 wipes). Testing, treatment and isolation shall be performed within the currently delineated procedures based upon the pathogen that the employee has been exposed to. The Department shall follow the most current Albany County Health Department, NYS Health Department and/or the current CDC guidelines. All employees will be granted leave per applicable bargaining unit contract and/or applicable federal, state, or local legislation to facilitate testing, treatment, isolation, and quarantine. With respect to COVID-19, the Department shall follow the Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure of Infection from the NYS Health Department.

When responding to a call for service the infectious disease status of the persons involved is frequently unknown by Police personnel. Therefore, all patients must be considered infectious. Blood and bodily fluid precautions must be taken with all patients. To minimize the risk of exposure, the Colonie Police Department will continue to provide to all field personnel with the following:

Infection control training as part of recruit orientation

- A. Infection control training as part of Police Orientation
- B. Annual training on infection control
- C. Issue the following personal protective equipment to all personnel: Surgical/ N95 masks and a pouch to carry latex gloves
- D. Provide the following personal protective equipment on each vehicle: disposable gloves, face masks, cleaning and disinfecting supplies
- E. Hepatitis-B immunization offered to all members who function in field operations and have occupational exposure to blood borne pathogens

The Colonie Police Department believes that its members have the right to be fully informed if a patient is found to carry a communicable disease and if a probable exposure has occurred. The responsibility for informing the Colonie Police Department, State or County Health Departments, rests with the medical institution receiving the patient within the constraints of NYS laws. It is the responsibility of the Department members to contact the Shift Supervisor and report any actual or suspected exposure. The Shift Supervisor shall confer with a Captain from EMS who shall function as the infection control officer. The Shift Supervisor shall make a determination if an exposure has occurred and ensure appropriate documentation is completed. If the Supervisor is unsure he/she should consult with a Lieutenant for

further guidance. Documentations should include a General Incident Report, Exposure Form, and Workers Comp documentation if applicable.

Exposure Determination

All sworn police personnel are considered to be at a higher risk of exposure due to their assignment to field duty and performance of emergency medical care.

The following personnel have been determined to be at a lower risk of exposure due to their assignment in the office:

- A. Administrative Aides
- B. Communicators

Although certain personnel may be at a lower risk of exposure there is still a risk therefore face masks and other appropriate PPE will be required to be worn as per the Dept. of Health guidelines.

Roles and Responsibilities

- A. The Officer- Must assume responsibility for his/her own health and safety and use appropriate personal protective equipment as the situation dictates. In addition, members are responsible for reporting any occupational exposure or diagnosis of communicable or infectious diseases (occupation or non-occupational) to their Supervisor.
- B. Infection Control Liaison- The Shift Sergeant shall be responsible for acting as a liaison between the Officer and the infection control officer which typically will be the Captain of EMS. This includes, but is not limited to the following:
 - 1. Assisting personnel in identifying exposures or potential exposures
 - 2. Direct any immediate measures to mitigate the exposure
 - 3. Contact the infection control officer to report exposures and start follow-up
 - 4. Supervise to ensure compliance with this SOP
 - 5. Confer with the Medical Director if warranted
- C. Infection Control Officer- Will act according to their policy and procedures.
- D. General Workplace Controls/Body Substance Isolation Precautions-
Precautions shall be observed to prevent contact with blood, body fluids or other infectious waste during all police contacts. Unless extraordinary circumstances exist where the use of precautions would prevent the delivery of care or would pose an increased safety risk.
 - 1. Personnel Protective Equipment (PPE)- PPE shall be used to assist isolating the Officer from bodily fluid. For determination of appropriate PPE in various prehospital settings, refer to NYS DOH recommendations Appendix #1. PPE is provided by the department, in various sizes, at no cost to the Officer.

- a. Gloves are standard disposable examination gloves (nitrile), kept in all units. All members must carry disposable gloves and hand wipes when on duty. Members should stock their uniform pockets from either the station or vehicle glove supplies. If products are running low, then Officers should notify their Supervisor or the Training Division.
 - b. N95 Masks are assigned to each Officer.
 - c. Face Shields are assigned to each Officer
 - d. Sanitizer is assigned to each Officer
 - e. 3M half face masks with P100 cartridges
2. Hand washing- Gloves are not a substitute for hand washing. Members shall wash their hands, skin and mucous membranes as soon as possible after removing gloves and after contact with blood/body fluid. Hands and contaminated skin surfaces shall be washed with soap and hot water by lathering the skin and vigorously rubbing together all lathered surfaces and then thoroughly rinsing with water. If hand washing facilities are not available, then disinfectant hand wipes shall be used to clean skin surfaces until they can be washed. These hand wipes should also be carried in the member's personal glove pouches.
3. Disinfecting. All cleaning and decontamination of Police equipment (interior of vehicle, computers, radios, etc.) shall be accomplished in compliance with NYS DOH guidelines (https://coronavirus.health.ny.gov/system/files/documents/2020/08/interim-guidance-public-and-private-facilities_0.pdf) for cleaning and disinfection of vehicles and equipment. In the event the vehicle's contamination is beyond what an Officer can disinfect the Training Division will seek the services of a professional decontamination company.
- * All cleaning, disinfecting by Officers shall be done while taking appropriate body substance isolation precautions.
4. Contaminated Reusable Equipment- All equipment shall be cleaned/disinfected utilizing the Optim 1 wipes or a similar solution.

Contaminated Uniforms

Contaminated clothing shall not be removed from the station or taken home prior to being washed or decontaminated. All members shall have a change of uniform clothing while on duty. In the event of contamination with blood or body fluids, the articles shall be removed (as soon as practical) and placed in a Haz-Mat bag until it can be washed. Appropriate precautions shall be taken while handling

contaminated clothing. The clothing shall be brought to EMS and they can assist in the decontamination procedure. The member is responsible for cleaning/decontamination of his/her own uniforms.

Appendix I

Colonie Police N-95 Sanitation and reuse protocol

Introduction:

We continue to have a steady supply of personal protective equipment including N-95 masks. Any help we can provide to a strained supply chain will help multiply our valuable resources. We are putting into effect a new procedure that will ensure your safety and effective and reliable conservation of our supplies. With the future of our supplies in mind Colonie Police is moving forward with an alternate method of sterilization of N-95 masks. The use of Ultraviolet Light has been a standard sterilization technique for science labs, food production, and hospitals. Also called Ultraviolet Germicidal Irradiation (UVGI), this method provides a chemical free way of killing or inactivating microorganisms on a sub-cellular level. UVGI is specifically adept at targeting the SARS-CoV-2 (Coronavirus) structure when used in these methods.

Methods:

This program utilizes the methods referenced in the article by John J. Lowe, et al. The current plan involves a UV sterilizer from Siena College, which currently is on loan, and is placed in EMS. In the event it has been returned to Siena College they should be contacted and a request should be made for its use. This allows us to deliver the recommended duration, intensity, and thorough irradiation to render pathogens inactive. It is important to note that there is **NO CHANGE** to the recommended use of N-95 masks, and other universal precautions. These remain the gold standard in protection. Our goal is to continue to have a steady supply of N-95 masks available as needed.

As part of your daily routine and proper use of N-95 masks, we ask that you not dispose of them in a trash bin. As a means of safe storage for the N95 masks, that will be placed in the UV sterilizer, they should be stored in a paper bag with your name on it. Bring your bag to the training unit so they can facilitate the cleaning. From there, the masks will be carefully removed from the bag, put into the UV "Oven", and sterilized. It will be returned to you in a clean paper bag.

Conclusion:

Your safety is paramount. The supporting articles on this subject provide some of the best information based on previous and current studies. The loaned equipment from Siena College, which is at Colonie EMS, provides a precise method of delivering the adequate radiation, and is used in their genetic and biology labs for similar sterilization techniques.

This protocol is based in sound, peer reviewed scientific methodology, and has the expressed support of Dr. Dailey and Chief Kostyun. We aim to provide you with the best way to keep you and your families safe in these times of uncertainty. This method will provide us with exactly that.

Research & Sources:

<https://www.nebraskamed.com/sites/default/files/documents/covid-19/n-95-decon-process.pdf>

Specific Mask Sanitization Procedures:

Visually Inspect mask-

Is mask soiled, saturated, or not structurally intact?

If YES?

Dispose of mask in appropriate receptacle and get new mask

If NO?

- Carefully remove mask
- Place mask in BROWN paper bag
- Fold top of brown bag several times
- Place brown bag in a safe location
- See someone in training if you want your mask put in the UV tank

Part III

Town of Colonie

Emergency Medical Services Department

Public Health Emergency Operational Plan

Town of Colonie Emergency Medical Services

Public Health Emergency Operational Plan

Continuity of Operations Plan Outline

The mission of the Department of Emergency Medical Services is to maintain a system capable of timely response to people in times of crisis, deliver quality “out-of-hospital” medical treatment and evacuation of the sick and injured. To accomplish our mission, the department:

- Develops standards, policies and procedures pertaining to the provision of EMS.
- Conducts medical and operational quality assurance.
- Oversees Medical Priority Dispatch System (MPDS) and EMS dispatch procedures.
- Manages Basic Life Support First Response Service.
- Manages Basic and Advanced Life Support Ambulance Service.
- Provides training and support services to maintain system equipment and personnel.
- Provides public information and education on prevention and emergency aid.

This document provides an overview of some of the assumptions, objectives and procedures in place for EMS Department’s Continuity of Operations Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on our mission, personnel and facilities.

Assumptions

This continuity plan is based on the following assumptions:

- The first priority when an emergency occurs is life safety. Emergencies may warrant employees take protective actions to stabilize the incident, such as sheltering in place, facility lockdowns, or evacuating.
- Vital functions will need to be carried out regardless of the extent of damage or impact of the emergency.
- The Department has completed an assessment of its business functions and has identified the required elements that are necessary to ensure continuity of operations at an alternate location.
- The Town of Colonie owns and maintains alternate facilities that may be available to house personnel or store equipment.
- Routine policies and procedures may need to be modified to accommodate the carrying out of essential functions in the event of an emergency situation.
- Emergent MOAs/MOUs and contracts may have to be drafted and promulgated to achieve the goals of this plan.

- There are many facets that contribute to our Mission Statement that are outside of our direct control. Vendors, county and local government agencies that the Department normally coordinates with may also be affected by the emergency and may be experiencing some disruption in their operations as well.
- Early identification of problems and issues can lead to faster resolution. All personnel should bring issues identified to their appropriate supervisor.

Objectives

The objective of this COOP is to ensure that the capability exists to continue essential functions of the Colonie EMS Department across a wide range of potential emergencies, specifically when a primary facility or essential infrastructure is threatened, fails, or becomes inaccessible. This also includes declared public health emergencies. The objectives of this plan include:

- To ensure continuous performance of essential functions and operations during an emergency scenario
- To protect essential facilities, equipment, records and other assets
- To reduce or mitigate disruptions to operations
- To minimize damage and losses
- To identify principals, staff, support staff and equipment/records to be relocated
- To facilitate decision making for the execution of this plan
- To achieve a timely and orderly recovery from the emergency

Activation procedures

Based on the situation and circumstances of the event, the Chief will evaluate the capability and capacity levels required to maintain mission essential functions. In the event of an afterhours event or the absence of the Chief, the ranking EMS Officer should evaluate the impacted facilities/infrastructure and initiate immediate actions based upon the best available information and notify the Chief, Deputy Chief and Assistant Chiefs immediately. A copy of the full Continuity of Operations Plan is available in the shift commander's office and on the internal computer network. The plan is scalable, and outlines potential interruptions to normal operations and activation procedures to continue mission essential functions as well as return to normal operating instructions and objectives.

Appendix VII

https://www.colonie.org/departments/emergencyplanning/documents/COMPREHENSIVE_EMERGENCY_MANAGEMENT_PLAN_2015.pdf