

VILLAGE OF BALDWINSVILLE

PANDEMIC OPERATIONS PLAN



MARCH, 2021

Pandemic Operations Plan

The Village of Baldwinsville's plan for dealing with another public health emergency. New York State requires – and we concur – that a plan be in place to maintain operations in the face of another health emergency.

Essential Employees

Village Board – Mayor

Village Clerk's Office – Village Clerk and Deputy Clerk as well as Treasurer

Canton Woods Senior Center – Director and Asst. Director

Police Dept. – All sworn staff and civilian staff

DPW (Highway and Water Dept.) – Engineer, Foreman, Water plant operators, Highway personnel (as needed ... situations become essential)

Courts – State court system issues directives

Codes Dept. – Codes Officer

Protocol for non-Essentials to Work Remotely

All employees that this applies to have the capability to bounce their office phone to remote locations. We must make sure they have access to a laptop for homework.

How to Stagger Work Shifts to Avoid Overcrowding

- The Mayor works remotely;
- The Clerk and Deputy Clerk alternate days in the office and the Treasurer works in a separate isolated area of the office (2 days weekly);
- Canton Woods Director and Deputy Director stagger days and the office that has two employees will also see them stagger days;
- Police cover shifts with two officers in separate cars – per normal operations -- and the Chief and Lieutenant stagger their workdays. Civilian staff will stagger days in dispatch.

Limit of two employees in a room (squad room, for example) with any meeting requiring more employees being moved to the Village's larger main meeting room;

- DPW: Limit punch-in/punch-out snarls (department moving to remote punch-in capability); Stagger water dept. employees (we have required check-ins and maintenance daily that require licensed operators); DPW employees will stay home but be available during normal work hours, if an essential need occurs, and only a minimum number will be asked to work – leaving as soon as that task is complete.
- Court – the Clerk and Deputy Clerk stagger days in the office;
- Codes: The Codes Enforcement Officer and Clerk will stagger time in the office.

Protocol for Maintaining Adequate PPE Supplies

We maintain an adequate supply of PPEs. The state suggests six month's of PPEs in storage. The Police Chief and Village Clerk will coordinate purchase of such equipment if necessary – particularly if supplies tighten. We also have a professional cleaning service to continually sanitize our working facilities – particularly high-traffic areas and surfaces. Some areas – court, Codes, Village Clerk -- have barriers in place between employees.

Protocol for When an Employee is Exposed

Any employee who believes they may have been exposed is required to immediately contact their supervisor to report the exposure incident. The supervisor and/or the employee is required to contact either the Police Chief or Lieutenant. Both they and another member of the supervisory staff have received training on contact tracing and disease transmission and are tasked with being aware of current guidelines from the CDC and the NYS and Onondaga County Departments of Health.

- Advise the employee to quarantine per current guidelines and excuse them from the workplace.
- Advise the employee to seek testing should that be warranted under established guidelines and recommendations.
- Advise the employee to immediately seek medical assistance should they become symptomatic.
- Determine if any other Village employees were exposed to the employee and make notifications as necessary.
- Follow all guidance and protocols as established by the CDC, NYS and Onondaga County Departments of Health.
- Employees would be excused from work for their quarantine period prior to returning to the workplace.

- The Village will follow all applicable mandates established by NYS for sick leave coverage for impacted employees.

Protocol for Documenting Work Hours and Location

Department Supervisors will use technology and daily logs to chronicle employees work situations for the purpose of contact tracing.

Protocol for Identifying Emergency Housing if Necessary

We would check local facilities for lodging that would be safe and cost-effective and contact Onondaga County Dept. of Emergency Management for assistance in locating lodging.

Any Other Requirements or Safety Steps

All Village facilities will be closed to the public but will be reachable by phone during work hours. Our Clerk's entrance and the Police entrance have buzzers and cameras to screen people seeking admission. If there is good cause to enter, they will be required to wear a mask, answer a health screen declaration and have their temperature taken and recorded. All employees will also be required to wear masks and take and record their temperatures before beginning work.

All Supervisors will make sure we are adhering to prescribed health practices in the workplace and will help in getting employees tested as well as contact tracing as needed.