

APPENDIX E. PANDEMIC RESPONSE PLAN

Town of Perinton Pandemic Response Plan

A. Purpose

Throughout history there have been recorded incidents of pandemics and other health emergencies that have required immediate action on the part of government to guarantee the safety of residents and employees. The Town of Perinton is not immune to these health emergencies as seen in the COVID-19 epidemic of 2020-2021. The purpose of this Pandemic Response Plan, henceforth referred to as the “Plan”, is to provide for the general welfare of employees and ensure the continued operation of services for the residents of the Town of Perinton. This plan is intended to meet the requirements of New York State legislation S8617B/A10832.

B. Terminology

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 party to a contract awarded by the State of New York or any other public employer.

Essential Employee – An employee that has been designated as being required to be physically present at a worksite to perform his or her job.

Essential Worker – See *Essential Employee*.

Exposure – Contact or potential contact with the contagion that causes pandemic disease.

Non Essential Employee – An employee that has been designated as being not required to be physically present at the work site to perform his or her job.

Pandemic – an outbreak of communicable disease occurring over a wide geographic area.

Personal Protective Equipment – all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

Public Employer – The State of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of New York State, provided, however that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the Education Law of New York State.

C. Applicability

This plan is applicable to Town of Perinton employees as well as any contracted individuals responsible for service to the Town of Perinton. This plan is in no way designed to limit or interfere with the response plans of other municipalities or authorities involved in the response to or recovery from a public health emergency.

D. Assessment and Preparedness

It shall be the responsibility of the Director of Safety and Security to evaluate and assess the likelihood of a public health emergency affecting the employees of the Town of Perinton. This assessment and information shall be provided to the Town Supervisor for his/her situational awareness and action.

E. Personal Protective Equipment

The Town of Perinton shall be responsible for the acquisition, storage and distribution of personal protective equipment for all town employees while conducting their assigned job duties. Acquisition of supplies shall be conducted in accordance with local, state and federal procurement policies and procedures. Personal protective equipment includes, but is not limited to:

1. Non latex surgical gloves
2. Safety Glasses or Goggles
3. N95 Respirators
4. Face coverings (i.e. surgical masks and face shields)
5. Cleaning and Sanitation supplies (i.e. disinfectants, sanitizers, paper products, etc.)
6. Disposable gowns and coverings (i.e. Tyvek style suits, disposable hospital gowns)
7. Shoe and boot coverings (i.e. surgical booties)

All such supplies shall be stored at the Department of Public Works in a clean, safe and sanitary manner. Supplies shall be sufficient enough to provide every essential town employee with two sets of personal protective equipment for every work day for a period of at least six months. Stockpiled supplies shall be inventoried and reviewed at least annually to ensure sufficient, safe and effective equipment.

All personal protective supplies shall be stored in a manner to permit distribution within one hour to all town owned facilities.

F. Essential Employee Designation

As seen in previous epidemics, it may become necessary to limit the number of employees present in our facilities. Limiting numbers of employees will allow the Town to reduce the risk of disease transmission amongst employees. In order to determine which employees must report to work and what employees can work remotely, the Town is required to designate and list essential positions. The purpose of this list is not to diminish the work done by any employee, but to permit a framework to designate who must be physically present at the worksite. Furthermore, this list is not all inclusive or restricted. When deemed in the best interest of the Town, the Town Supervisor in consultation with the Director of Safety and Security and Department Heads may modify this list as necessary.

1. Town Hall Essential Employees

- a. Fire Marshal / Code Enforcement Officers – Responsible for the safety of residents from fire. Responsible for the enforcement of local and state codes, rules and regulations.
- b. Director of Safety and Security – Responsible for the safety and security of Town employees and facilities.
- c. Town Hall Receptionist – Responsible for the answering of phones and routing of phone calls to the appropriate people.

2. Department of Public Works Essential Employees

- a. Deputy Commissioner of Public Works Highway – Responsible for the management of town roads and highways.
- b. Deputy Commissioner of Public Works Sewers – Responsible for the management of town sewer infrastructure.
- c. Animal Control Officer – Responsible for the control and protection of common domestic animals and nuisance/sick and injured wildlife for the Town and the Village of Fairport.
- d. Sewer Department Forman – Responsible for the oversight of crews involved in the maintenance and operation of town sewers.
- e. Highway Department Forman – Responsible for the oversight of crews involved in the maintenance and operation of town roads and highways.
- f. Senior Motor Equipment Operators – Responsible for supervision and/or coordination of others and operation of standard and special medium and heavy duty equipment and vehicles utilized in the maintenance of Town roads and sewers.
- g. Motor Equipment Operators – Responsible for operation of standard and special medium and heavy duty equipment and vehicles utilized in the maintenance of Town roads and sewers.
- h. Highway and Sewer Department Laborers – Responsible for maintenance and repair of Town roads, drainage, and sewer infrastructure.
- i. Inventory Control Specialist – Responsible for acquisition and internal management of supplies, materials, and equipment department-wide.

- j. Office Clerks – Responsible for customer service, accounts receivable/payable and payroll functions department-wide.
- 3. Recreation and Parks Essential Employees
 - a. Parks Foremen and Laborers – Responsible for the maintenance of town parks and grounds.
 - b. Maintenance Staff – Responsible for the day to day maintenance of the Town Hall and Community Center.

G. Work Periods and Hours

When a public health emergency is declared it may become necessary to stagger work hours to reduce the likelihood of a health emergency adversely affecting the workplace. Each department head should evaluate the working hours of their employees. When possible work hours or days should be modified to reduce employee interaction. Additionally, work days should be modified to limit the potential of a department wide infection. Department heads should consult with the Director Safety and Security to address any concerns with potential for workplace infections.

H. Employee Wellness and Health

The safety and health of employees is of the utmost importance. To further that position, it is necessary to ensure certain safeguards are in place to prevent the spread of disease through the workplace. Upon the identification of a pandemic, the Director of Safety and Security shall make a report with recommendations to the Town Supervisor. This report shall contain information on potential engineering and workplace controls that should be put in place to protect the safety of employees. These workplace and engineering control recommendations shall provide protection to employees based on the available information about the pandemic disease. Examples of controls and procedures include, but are not limited to:

- 1. Personal Protective Equipment Recommendations.
- 2. Physical barrier and office rearrangement to encourage distancing and separation between employees.
- 3. Surface and air cleaning and sanitization recommendations.
- 4. Recommendations on employee health screening and testing prior to commencement of shift.

I. Employee Contact Tracing

To promote the general welfare of employees, and identify potential route of exposure, it will be necessary to have the ability to trace the location and activities of any employee. Contact tracing has been proven to limit the possibility of facility wide outbreaks of a contagion.

When a public health emergency is declared, an attendance log for employees shall be developed and implemented at all town owned facilities. This log shall contain the name of the

employee, date and times in the workplace, time and address of any off site worksites or meetings, and any other additional information pertinent to the tracing of a contagion. Such logs shall be kept and maintained with the department head for the duration of the public health emergency.

J. Employee Exposure in the Workplace

In the event an employee begins to exhibit symptoms, tests positive or otherwise shows sign of infection, immediate actions shall be taken to limit the spread in the workplace. The potentially infected employee will be required to don all personal protective equipment necessary to limit the exposure of other employees. Furthermore, the effected employee will be required to leave the workplace immediately. Care should be taken to ensure that the employee is capable to return home or a medical facility if needed. If completely separate housing is required, the Director of Safety and Security will facilitate housing arrangements for the employee.

After the needs of the employee are attended to, necessary action should be taken to clean and sanitize all work surfaces that an employee may have come in contact with. Cleaning should be conducted in accordance with accepted guidelines from the Centers for Disease Control, New York State Department of Health and the Monroe County Department of Public Health. Cleaning shall be done by competent persons who are adequately trained. All individuals involved in the cleaning and sanitizing of work surfaces shall adhere to all required or suggested use of personal protective equipment.

K. Employee Sick Leave

In the event an employee contracts a disease, is required to isolate, or required to quarantine, any such time away from work shall be in accordance with the Town of Perinton Sick Leave policy in the Employee Handbook or applicable federal/state leave laws that may be available given the circumstances. It shall be the duty of the Human Resources Generalist to relay any changes or clarification that may arise from the enactment of law that effects the use of sick time.

L. Employee Emergency Housing and Facilities

It is possible, that due to the nature of the contagion, it may be necessary to house employees on site to limit the potential of bringing an exposure into the workplace. The Town Hall Complex, Parks Operations Center and the Department of Public Works are equipped with facilities for basic hygiene of employees. In the event employees are required to sleep at Town facilities, the Town will provide such sleeping arrangements in the form of cots, inflatable mattresses, bedding and portable trailers if necessary.

M. Telecommuting and Remote Work

During a declared public health emergency, employees who are capable of working remotely should be encouraged to do so to prevent the spread of a potential contagion. To further this

directive, it will be necessary to ensure that employees have the necessary tools to complete their duties.

When a public health emergency is declared, each department head shall determine which employees will be capable of working remotely. This list of employees working remotely shall be forwarded to the Information Technology (IT) Department. The IT Department will then proceed to ensure that each of these employees has access to a computer capable of utilizing a virtual private network connection to their computer at the Town. Employees who do not have access to a computer may be provided one by the Information Technology Department.

Each department head will also be responsible for ensuring that any phone extensions for remote employees are set to forward to their remote work number (i.e. forward desk phone to cellular phone). This forwarding should be kept in place until normal work routines resume.

Any equipment provided by the Town is subject to the same rules and guidelines as any other Town owned equipment. Additionally, it should be returned when requested or at the end of a public health emergency.

N. Revision and Updates

This plan shall be reviewed annually to ensure compliance with all applicable local, state and federal law. Any changes to the plan shall be subject to approval by the Perinton Town Board.