

City of White Plains Public Health Emergency Operations Plan (as required by NYS Labor Law Section 27-c)

Overview

NYS Labor Law Section 27-c requires public employers, such as the City of White Plains (the “City”), to adopt a plan for the continuation of operations in the event the governor declares a state disaster emergency involving a communicable disease (“NYS Disease Emergency”).

Planning assumptions

This plan was developed to include the requirements of NYS Labor Law Section 27-c, as amended, and is based on information, best practices, and guidance available as of the date of the plan.

The following assumptions have been made in the development of this plan:

- The health and safety of City employees, their families and residents is of the utmost importance;
- The public expects the City to maintain a level of essential operations;
- Supply chains, including for personal protective equipment and cleaning supplies, may be affected, resulting in considerable delays in procurement;
- Labor Law Section 27-c states “‘Essential’ shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.”
- Labor Law Section 27-c states “‘Non-essential’ shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.”

I. Concept of Operations

The Mayor or his/her designee has the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to the plan, may be supported by additional personnel at the discretion of the Mayor or his/her designee.

At the end of a NYS Disease Emergency, the Mayor or his/her designee will direct the resumption of normal City operations or operations with modifications, as necessary.

Essential Functions

Essential functions are those functions that enable the City to:

- Maintain the safety of employees, residents, businesses and visitors;
- Provide vital services;
- Provide services required by law; and
- Sustain quality operations.

The attached Appendix A lists the departments and types of positions that will be considered Essential in the event that a NYS Disease Emergency requires a state-ordered reduction of in-person workforce. All types of positions not listed in Appendix A shall be considered Non-essential. In the event of a NYS Disease Emergency, in his/her sole discretion, the Mayor or his/her designee may:

- modify Appendix A as may be required; and
- suspend, postpone, or limit certain programs, services and/or activities to enable the City to concentrate on providing essential functions, reducing exposure and building the capability to restore full operations.

II. Reducing Risk through Remote Work and Staggered Work

A Department Head, at the direction of or with approval by the Mayor or his/her designee, shall reduce density at work sites by assigning certain employees to work remotely and by staggering work hours.

Remote Work Protocols

Non-essential employees who can accomplish their functions remotely will be enabled to do so to the greatest extent possible. The City will provide for:

- Identification of employees who can and will work remotely;
- Approval and assignment of remote work;
- Equipping employees for remote work, which may include:
 - a. providing access to the City's VPN network;
 - b. providing peripherals, if necessary;
 - c. providing necessary software and databases; and
 - d. providing access to the City's telephone system

Staggered Shifts

Subject to approval by the Mayor or his/her designee, implementation of staggered shifts may be possible for employees performing duties which are necessary to be

performed on-site, but are less sensitive to being accomplished within certain hours. If possible, management will identify opportunities for employees to work outside regular business hours (or during a subset of hours) as a strategy to limiting exposure. The goal is to give all employees an opportunity to work their regular number of hours. Staggering shifts requires:

- Identification of positions for which work hours will be staggered; and
- Approval and assignment of changed work hours.

The Mayor or his/her designee may close City Hall and other City buildings and facilities to the public and may limit the number of persons allowed at any one time in City Hall and other City buildings and facilities.

III. Personal Protective Equipment

The use of personal protective equipment (“PPE”) to reduce the spread of communicable disease is important to support the health and safety of City employees.

The City will:

- Identify needs for PPE based on job duties and work location;
- Procure and maintain sufficient stock and provide access to PPE; and
- Ensure that essential employees are provided PPE during any given work shift.

Employees will have access to PPE in the event of a NYS Disease Emergency.

The supply of PPE will be monitored to ensure integrity and to track usage rates. Excess PPE stock will be stored in the City Purchase Department building to prevent degradation. The City Commissioner of Purchase will be responsible for monitoring and maintaining the stock of PPE.

IV. Employee Exposures

Response to employee exposures to a communicable disease will be based on the type of exposure and presence of symptoms. Following current US Department of Health and Human Services Centers for Disease Control and Prevention (“CDC”) and NYS and Westchester County Health Departments (“Health Departments”) guidelines, the City has established the following protocols:

If employees are exposed to a known case of the communicable disease that is the subject of the NYS Disease Emergency, **employees must follow then current CDC and Health Departments quarantine and isolation guidelines as they may be established from time to time.** As of the adoption of this plan, such guidelines provide that:

1. An exposed employee who does not have symptoms should remain at home or in a comparable setting and practice social distancing.

2. An exposed employee will be permitted to work remotely during this period of time.
3. Such employees must notify their supervisor. The head of such employees' Department ("Department Head") is responsible for ensuring that these protocols are followed.

Current CDC guidelines provide that Essential employees may be permitted to continue to work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees, and the community, including that:

1. In person interactions with an exposed Essential employee will be limited as much as possible.
2. The employee must wear PPE at all times.
3. The employee's work area will be disinfected according to current CDC and Health Departments' protocols as often as practical.
4. If at any time an employee exhibits symptoms, he/she should no longer come in to work (refer to the next section).
5. The Department Head, in conjunction with the Mayor or his/her designee, is the decision maker in these circumstances and is responsible for ensuring these protocols are followed.

If an employee exhibits symptoms of the communicable disease that is the subject of the NYS Disease Emergency:

1. An employee who exhibits symptoms in the workplace should be immediately separated from other employees and community members. He / s h e should be immediately sent home.
2. An employee who exhibits symptoms outside of work should notify his/her supervisor and stay home.
3. Such employees should not return to work until they have met the criteria to discontinue home quarantine or isolation as per CDC and Health Departments guidance.
4. Current CDC guidelines for communicable disease, such as COVID-19, provide that persons exhibiting symptoms may return to work without testing if 10 days after symptoms first appear if no further symptoms appear. Severely ill employees may need more than 10 days to recover.
5. The Department Head and the Mayor or his/her designee must be informed in these circumstances. The Department Head is responsible for ensuring these protocols are followed.

If an employee has tested positive for the communicable disease that is the subject of the NYS Disease Emergency:

1. Apply the steps in the previous section.
2. Work areas occupied for prolonged periods of time by the subject employee will be closed off until they are disinfected.
3. Pursuant to current CDC guidance, a communicable disease such as COVID-19 indicates that a wait period of 24 hours is ideal 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 and Health Departments guidance will be followed.

4. Any common areas entered, surfaces touched, or equipment used by such employee will be cleaned and disinfected.
5. Identification of potential employee exposures will be conducted.
6. If an employee is confirmed to have the disease, the supervisor and Department Head should inform all contacts of their possible exposure. Confidentiality will be maintained.
7. The Mayor or his/her designee must be notified in these circumstances. The Department Head is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contact, symptomatic persons, and those testing positive. The City will follow CDC and Health Departments recommendations and requirements.

V. Contact Tracing

Department Heads will implement a system to document work hours and locations of City employees, including off work site visits, to support contact tracing efforts. By keeping such records, the City will be better able to trace City employee exposure to the disease that is the subject of the NYS Disease Emergency, if necessary.

VI. Cleaning and Disinfecting

CDC and Health Departments guidelines will be followed for cleaning and disinfection of surfaces/areas. Current guidance for routine cleaning during a NYS Disease Emergency includes:

- If possible, employees will clean their own workspaces at the beginning, middle, and end of their shifts.
- If buildings are closed to the public, they may be cleaned once per work day. If buildings are open to the public, implementation of the cleaning schedule will be determined by the function and traffic level of the building.
- City vehicles will be cleaned prior to a change in operator and in no case less than once per day.
- City employees tasked with cleaning and disinfecting will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water, or equivalent, prior to being disinfected.
- Surfaces will be disinfected with products provided by the City that meet EPA criteria for use against the communicable disease that is the subject of the NYS Disease Emergency and which are appropriate for that surface. Staff will follow instructions of cleaning to ensure safe and effective use of the products.

VII. Employee Leave

Employees will be provided with any applicable federal and state paid leave for the period during which the employee is unable to work due to testing, treatment, isolation or quarantine. Any additional time off will be charged as sick, vacation, personal or compensatory leave, depending on the circumstances and in accordance with City policies. Additional policies may be enacted based upon need and the guidance and requirements of federal and state employment laws, executive orders and other sources.

VIII. Housing for Essential Employees

There are circumstances during a NYS Disease Emergency when it may be prudent to have Essential employees lodged in emergency housing to help prevent exposure and the spread of a communicable disease and to have such employees readily available to provide services. If such a need arises, in the sole discretion of the City, the City will identify such emergency housing, which will likely be hotels in the area.

APPENDIX A

The following types of positions will be considered essential in the event of a state-ordered reduction of in-person workforce:

DEPARTMENT	TYPES OF POSITIONS	PRIORITY
Building	Code enforcement officers, building inspectors, supervisors and support staff.	1
Building	Plan examiners and support staff.	2
City Clerk	Clerk and support staff.	2
Cable	Media aides and supervisor.	2
Finance	Senior account clerks, bookkeepers, employee benefits clerk, accountants, supervisors and support staff.	2
Information Technology	Computer network specialists, computer network technicians and supervisors.	2
Law	Attorneys, supervisor and support staff.	2
Mayor's Office	Non-elected staff (office to remain open during business hours)	2
Parking	Parking/code enforcement officers, parking enforcement officers, ramp attendants, cashiers, collection clerks and laborers.	1
Parking	Bookkeepers and support staff.	2
Parking (Traffic Division)	Transportation engineer, traffic signal installer, sign installer, supervisors and support staff.	1
Parking (Violations Division)	Cashiers, supervisors and support staff.	1
Public Safety	Commissioners and support staff.	1
Public Safety (Fire Bureau)	Fire fighters, supervisors and support staff.	1
Public Safety (Fire Bureau)	Fire fighters in code enforcement and support staff.	1
Public Safety (Police Bureau)	Police officers, supervisors and support staff.	1
Public Works (Administration)	Code enforcement officers, safety coordinator and supervisors.	1
Public Works (Administration)	Bookkeepers, administration officer, and support staff.	2
Public Works (Engineering Bureau)	Engineers, contract clerks, engineering technicians, asst. construction coordinators, construction coordinators, design coordinators, computer systems coordinators, supervisors and support staff.	2

Public Works (Facilities Bureau)	Building service workers, messenger, supervisors, laborers and support staff.	1
Public Works (Garage and Shop Bureau)	Maintenance mechanics, laborers, auto stock clerks, auto mechanics welders, lead mechanics, supervisors and support staff.	1
Public Works (Highway and Parks Bureau)	Motor equipment operators, dispatchers, laborers, maintenance mechanics, street lighting, supervisors and support staff.	2
Public Works (Sanitation Bureau)	Sanitation workers, drivers and supervisors.	1
Public Works (Waste Water Bureau)	Motor equipment operators, maintenance mechanics, lead waste water maintenance mechanics, crew leaders, supervisors and support staff.	1
Public Works (Water Bureau)	Water plant operator, laborers, water maintenance workers, lead water maintenance workers, engineers, electronic field technicians and supervisors.	1
Public Works (Water Bureau)	Senior account clerks, bookkeepers, engineers, drafters, supervisors and support staff.	2
Purchase	Assistant buyer, clerks and supervisors.	2
Recreation & Parks	Senior Center Director, recreation supervisors, recreation leaders, bus driver/custodian, supervisors and support staff involved with providing and distributing meals.	2

**Priority 1 = employees are essential and required on-site. Priority 2 = employees are essential, but flexible as to scheduling/location of work*