

# Village of Warwick Pandemic Operations Plan

Adopted & Effective: March 15, 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 Teamsters Local Union 445, 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 us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.


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

As the authorized official of the Village of Warwick, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: 3/19/2021

By: Michael J. Newhard

Title: Mayor

Signature: 

## Record of Changes

<u>Date of Change</u>	<u>Description of Change</u>	<u>Implemented By</u>
-----------------------	------------------------------	-----------------------

## Table of Contents

Promulgation .....	1
Record of Changes .....	2
Table of Contents.....	3
Purpose, Scope, Situation Overview, and Assumptions .....	4
Scope .....	4
Situation Overview.....	4
Planning Assumptions.....	5
Concept of Operations.....	6
Mission Essential Functions.....	6
Essential Positions.....	7
Reducing the Risk Through Remote Work and Staggered Shifts.....	7
Remote Work Protocols.....	7
Staggered Shifts.....	7
Personal Protective Equipment.....	8
Staff Exposures, Cleaning, and Disinfection.....	9
Staff Exposures.....	9
Cleaning and Disinfecting .....	12
Employee and Contractor Leave.....	12
Paid Sick Leave - Symptoms, Testing, Quarantine/Isolation.....	12
Paid Sick Leave – Unable to Work for Reasons Related to the Public Health Emergency .....	13
Documentation of Work Hours and Locations.....	16
Housing for Essential Employees.....	16
Vacation Travel.....	16
Municipalities & Communicable Disease Response.....	17
Active Levels of Response.....	17
Public Meetings.....	18
Whistle Blower.....	18
De-escalation of the Action Plan.....	18
Costs.....	18

### **Appendix A - Village of Warwick Mission Essential Functions & Essential Positions**

## Purpose, Scope, Situation Overview, and Assumptions

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and 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, requires 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 Village of Warwick. 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 contractors, 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 and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - 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, 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 State Department of Health, or 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 this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance and our priority.
- 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 expects us to maintain 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 Mayor and the Village Board of Trustees, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the Village of Warwick shall be notified by either phone, mail or email with details provided as possible and necessary, with additional information and updates provided on a regular basis. The public at large, especially the senior community, business community, and other municipal entities within the Village of Warwick will be notified of pertinent operational changes by ways of social media, newspaper, radio, postings on Village Hall, and email where applicable. Other interested parties, such as vendors, will be notified by either phone, mail, or email, as necessary. The Mayor's and Clerk's Office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor and Clerk's Office, or their successor, will maintain awareness of information, direction, and guidance from County and regional public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

## Mission Essential Functions & Essential Positions

### Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Warwick is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

The Village of Warwick has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are those functions that 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 Village of Warwick.
6. Safety of municipal and public spaces

Essential functions are prioritized according to:

- The time criticality of each essential function.

- Interdependency of one function to others.
- The recovery sequence of essential functions and their vital processes.

## Essential Positions

Each essential function identified in Appendix A requires certain positions on-site to effectively operate.

[Please see Appendix A:](#)

### Village of Warwick Mission Essential Functions and Essential Positions

Appendix A identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties.
  - e. A solution for telephone communications
    1. Note that phone lines may need to be forwarded to off-site staff.

The Village of Warwick will provide non-essential and essential employees the necessary equipment to work remotely when needed. The Mayor will assess each employee's environment to make sure it is safe and limited from distractions to work from home. A daily/weekly outline will be provided from the Department Head to each employee regarding the expectations of the job duties to be completed at home.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village of Warwick will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:



1. Identification of positions for which work hours will be staggered.
2. Approval and assignment of changed work hours.

Department Heads will provide a weekly staggered shift schedule of essential personnel in accordance with their necessary job functions of their staff to the Village Clerk. The Village Clerk shall prepare a draft staggered shift schedule to be reviewed and approved by the Mayor. All contractors that must enter Village Hall are to be by appointment only.

Employees may be asked to perform job duties outside of the scope of their regular job functions.

## 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
- Face shields
- Gloves
- Disposable gowns and aprons

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
  - a. As specified in the amended law, public employers must secure at least two pieces of each required type of personal protective equipment (PPE) to each essential employee and contractor during any given work shift for at least six months.
  - b. Public employers must make an effort to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock -
  - a. PPE must be stored at Village Hall, the DPW Garage, and Water Department in labeled, airtight bins to prevent degradation and include inventory logs that must be updated as PPE is distributed to employees.
  - b. Department Heads, employees and contractors must have immediate access to PPE in the event of an emergency.
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates in order to maintain the required six-month supply.

- d. The DPW Clerk is responsible for the procurement of PPE supplies. Department Heads must report to the DPW Clerk when reordering of supplies is necessary.
- e. A six-month supply of disinfection cleaning products in accordance with CDC guidelines must be available for all departments. The DPW Clerk is responsible for the procurement of disinfection cleaning products.
- f. A record, detailing the item, amount of the item purchased, date of purchase, vendor, and purchase price of all emergency procurement of PPE and disinfecting cleaning products must be maintained by the DPW Clerk.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Preventing the spread of illness is a community responsibility and is a priority of the Village of Warwick and it is required to follow the CDC guidelines and the following healthy behaviors:

- Frequent handwashing with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Cover coughs and sneezes with the inside of your elbow.
- Stay home when sick and seek medical attention when necessary.
- Avoid contact with people who are sick or exposed.
- Wear a mask.
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, keyboards, doorknobs, light switches, etc.
- Employees reporting to work will have their temperatures taken and recorded daily before their shift begins.

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 or contractors 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 in accordance with the County Health Department):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be required to work remotely during this period of time if they are not ill.
    - b. The Mayor, Village Clerk, and Department Heads must be notified and are responsible for ensuring these protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.

2. All CDC guidelines must be followed during a case of communicable disease that is the subject of the public health emergency to permit critical essential employees to continue to work following potential exposure, provided 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 or contractor, 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 or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time they exhibit symptoms, refer to item B below.
  - e. The Mayor will be the decision-maker in these circumstances and is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency.
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors 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 and have consulted with a healthcare provider.
  4. The Village of Warwick will not require sick employees to provide a negative test result for the disease in question unless there is a recommendation from the CDC/public health officials to do so.

5. Persons exhibiting symptoms of a communicable disease that is the subject of the public health emergency or diagnosed as positive for a communicable disease that is the subject of the public health emergency, must provide written clearance from their physician or the State and/or County Health Department before returning to work.
  6. In these circumstances, the Mayor, Department Head, and Village Clerk must be notified and are responsible for ensuring these protocols are followed.
- C. If an employee or contractor 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 or contractor will be closed off.
    - a. CDC guidance for a communicable disease that is the subject of the public health emergency must be followed for the period of evacuation before all 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.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted.
    - a. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should 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. In these circumstances, the Mayor, Department Head, and Village Clerk must be notified and are 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 Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public /constituents will be disinfected at the beginning, middle, and end of the workday.

The Department shall determine the position/title of the person who is responsible for cleaning common areas at the end of their shifts.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which The Village of Warwick is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

### Paid Sick Leave – Symptoms, Testing, Quarantine/Isolation

It is our policy that full-time and part-time employees of the Village of Warwick will not be charged with leave time for testing. Employees will be provided with up to two weeks, based on the employees' regular work week, of paid sick leave at the employee's regular rate of pay during any period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

**Notification Requirement** – The Mayor, Village Clerk and Department Head must be notified as soon as practicable.

**Status Report** – Employees must periodically report a minimum of once every three workdays to their supervisor as to the employee's status and intent to return to work.

**Medical Certification** – Employees must provide a written directive from a health care provider stating that they are seeking a medical diagnosis and/or is the subject of quarantine.

**Benefits During Leave of Absence** – For the purpose of this Policy, the following will apply:

- a) **Use of Accrued Paid Leave Credits** – Such leave will be provided without loss of an employee's accrued sick, vacation, or personal time.
- b) **Accrual of Paid Leave Credits** – Employees will continue to accrue vacation, sick leave, and holiday pay.
- c) **Required Over Time** - Overtime would be subject to the approval of the Mayor, or their designee. Overtime pay would be in accordance with the Village of Warwick Employee Manual's overtime provisions and/or Collective Bargaining Agreement.
- d) **Medical Insurance** – During the period of authorized leave, an employee's eligibility status for medical insurance coverage will not change.

**Return to Work** – Persons exhibiting symptoms of a communicable disease that is the subject of the public health emergency or diagnosed as positive for a communicable disease that is the subject of the public health emergency or is subject to quarantine in accordance with the public health emergency, must provide written clearance from their physician or the State and/or County Health Department before returning to work.

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

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Warwick, and as such are not provided with paid leave time the Village of Warwick, unless required by law.

#### **Paid Sick Leave – Unable to Work for Reasons Related to the Public Health Emergency**

The Village of Warwick will provide full-time employees up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay within any twelve (12) month period if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, The Village of Warwick will provide full-time employees up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay within any twelve (12) month period where an employee, who has been employed for at least 30 calendar days by the Village of Warwick, is unable to work due to a bona fide need for

leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

**Notification Requirement** – If the need for paid sick leave as it relates to the public health emergency is foreseeable, the employee must give notice, in writing, to the supervisor at least ten (10) days prior to the commencement date of the leave and forwarded to the Mayor's Office for review and approval. The failure of the employee to give the ten (10) days' notice of foreseeable leave with no reasonable excuse for the delay may result in the delay of the employee being granted the paid sick leave and expanded family and medical leave until ten (10) days from the date of notice. When the need for leave is unforeseeable, verbal notice to the Mayor's Office will be sufficient.

**Status Report** – Employees on paid sick leave and expanded family and medical leave must periodically report at least once every three workdays to their supervisor as to the employee's status and intent to return to work.

**Medical Certification** – Employees must produce a certification issued by a health care provider, school or childcare provider, or other organization which supports the need for leave under this Policy. When required, the employee must provide a copy before the leave begins, or if the leave was unforeseeable, fifteen (15) calendar days from the date the certification was requested. Failure to submit certification may jeopardize the employee's eligibility for paid sick leave and expanded family and medical leave and/or the ability to return to work. The certification must include:

- a) The date the incident / medical condition began;
- b) The probable duration of the incident / medical condition;
- c) Pertinent facts;
- d) An assertion that the employee is unable to perform the employee's essential job functions or that the employee is needed to care for a family member for a specified period of time.

**Employment Restrictions During Leave of Absence** – While on an approved leave, the employee may not be employed by another employer.

**Benefits During Leave of Absence** – For the purpose of this Policy, the following will apply:

- a) **Use of Accrued Paid Leave Credits** – An employee may substitute any accrued vacation leave, personal leave, or sick leave credits for the first two weeks of the leave period. The following ten weeks, the employee must first use all vacation and personal leave credits, which will be included in the maximum

twelve (12) weeks of paid leave. Sick leave credits may not be applied to the 10 weeks of paid expanded family and medical leave.

- b) **Accrual of Paid Leave Credits** – Employees will continue to accrue vacation and sick leave at their regular rate. Employees will receive holiday pay at two-thirds the employee's regular rate of pay when not using accrued time towards the paid sick leave or paid expanded family and medical leave.
- c) **Required Over Time** - Overtime would be subject to the approval of the Mayor, or their designee. Overtime pay would be in accordance with the Village of Warwick Employee Manual's overtime provisions and/or Collective Bargaining Agreement.
- d) **Medical Insurance** – During the period of authorized leave, an employee's eligibility status for medical insurance coverage will not change. All employee contributions, if any, must be paid on a timely basis in order to maintain the continuous coverage of benefits. Contributions will be at the same level as if the employee was working. Coverage will cease if payments are not made within a thirty (30) calendar day grace period of the due date. Premium payments or policy coverage are subject to change. In the event the employee fails to return to work after the authorized leave of absence period has expired, the Village may, in its discretion, recover the premium that it paid for maintaining the coverage during any period of the paid leave except for the following circumstances:
  - (i) The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member, which would otherwise entitle the employee to leave under the FMLA, with proper medical certification; or,
  - (ii) Circumstances beyond the employee's control.

**Return to Work** – The following conditions for returning to work shall apply:

- a) **Job Restoration** – At the conclusion of the leave of absence, the employee, provided that the employee returns to work immediately following such leave, will be restored to the position the employee held when the leave began, or an equivalent position with equivalent benefits, pay and working conditions.
- b) **Early Return** – an employee who requests to return to work earlier than anticipated must notify his/her supervisor at least five (5) business days prior to the date the employee desires to return. The supervisor shall determine if such early return is in the best interest of the Village and shall notify the employee of the return date.



- c) **Extension of Leave** – An employee who wants an extension of the leave originally requested must notify the employee’s supervisor at least five (5) business days from the date the change occurred which necessitates the change in leave time. The Village Board of Trustees reserves the right to approve or deny all leave extensions.

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

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Warwick, and as such are not provided with paid leave time by the Village of Warwick, unless required by law.

## **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by the Village of Warwick to support contact tracing within the organization and may be shared with public health officials.

The Village of Warwick will use a time clock and employee and visitor daily logs to document precise hours and work locations of essential employees, contractors, and public in order to track the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available.

## **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 subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Warwick’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 Village of Warwick will coordinate with the Orange County Emergency Management Office to help identify and arrange for these housing needs.

The Mayor and the Village Clerk will be responsible for coordinating this type of housing.

## **Vacation & Travel**

The Village of Warwick will adhere to all State guidelines regarding travel of employees during a communicable disease event as it pertains to wages, benefits, and accrual of time.

Employees must follow State guidelines for travel and adhere by the recommendations.

In event of the death of an immediate family member (defined as the employee's spouse, child, parent, spouse's parent, grandparent, brother, or sister) the Mayor, or his designee, may make an exception to the payment of wages, benefits, and accrual of time for travel during a communicable disease event.

## **Municipalities and the Communicable Disease Response**

- Follow State of Emergency Orders
- Establish Curfews
- Close Public Facilities
- Suspend local laws, ordinances, or regulations
- Limit gatherings in public spaces and municipal offices

## **Active Levels of Response**

The Village has a process to activate levels of response to an emergency health crisis. This allows a coordinated effort and response by the Village of Warwick. Determination of the level of action will be made by the Mayor or in the absence of the Mayor, the Deputy Mayor.

This response will be in accordance with State of Emergency Orders and may establish curfews, close public facilities, suspend local laws, ordinances, or regulations, and limit gatherings in public spaces and municipal offices.

### **Level 1: Active Monitoring**

- More frequent cleaning and disinfecting of common areas at Village Hall, DPW Garage, and Water Department.
- Communicate online via social media, newspaper, radio or emails to Village residents, employees, and board members.
- Continue to monitor communication with the Orange County Department of Health.
- Communicate to staff to stay home if sick.
- Monitor illness among staff and board members.
- Review and update emergency plans.
- Limit all unnecessary work-related travel.
- Use CDC and State guidelines to limit gatherings and postpone events.

### **Level 2: Containment - Cases Identified**

- Increase disinfection process at affected site.

- Develop contingency plans and review business continuation plans.
- Continue all level 1 activities.

**Level 3: Mitigation – Cases confirmed among employees, board members, and staff**

- The effected building will close while the local Department of Health and Mayor investigates and sets forth a plan for further precautionary measures that the Village must take to limit exposure among staff and visitors.
- Consideration to cancel all Village events.
- Communicate with staff about which employees are to report to maintain services and which employees are to work remotely.
- Perform a deep disinfection cleaning of all areas.
- Communications to community and employees.

## Public Meetings

The Village will follow NYS guidelines on all public meetings.

## Whistle Blower

The Village will provide an anonymous way via the outside lockbox for reporting concerns regarding any state emergency related issue if the employee does not feel they can communicate in person with their supervisor and/or the Mayor.

No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of this plan.

## De-escalation of the Action Plan

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

## Costs

The Village of Warwick will track costs throughout the communicable disease event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies. Department Heads, or their designees, will be responsible for the maintenance of these records.

**APPENDIX A**  
**Village of Warwick Mission Essential Functions and Essential Positions**

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
<b>Assessor</b>			
Assessor	Prepare file annual assessment roll	Review and approval/denial/calculation of exemptions filed, property inspections, valuation, data entry of new values, splits & merges, etc. by Feb 1	Assessor
Assessor	Assessment appeals	Attend Grievance (February), make recommendations to Village Board for appeals filed, prepare for/defend assessments for any SCARs or certs filed	Assessor
Assessor	Ownership Changes	Review deeds and data entry for ownership changes, continued exemption eligibility, prorates. Essential before roll filed, prior to bills	Assessor
Assessor	Ongoing property inspections	Track and review building permits issued. Inspect properties with permits, and others. Essential prior to roll filed, can be put off other times of the year as long as done for next Tax Status date (Jan 1).	Assessor
<b>Building/Planning</b>			
Building/Planning	Notification & Communication	Notify public, Planning Board, ZBA, & AHDRB of all cancellations, schedule changes, locations, and/or method of meeting procedures (virtual vs. in person)	Building/Planning Administration
Building/Planning	Support Building Department Functions	Communication with residents, building permits, and applications	Building/Planning Administration
<b>Clerk's Office</b>			
Clerk's Office	Notification & Communication	Notify public, staff, Village Board and consultants of all cancellations, schedule changes, locations, and/or method of meeting procedures (virtual vs. in person)	Clerk/Deputy Clerk
Clerk's Office	Coordinated Agencies	As needed coordinate with the Mayor, Orange County, the Orange County Health Department, CDC, etc. regarding all emergency measures and protocols	Clerk/Deputy Clerk
Clerk's Office	Tax Collection	Regular annual tax collection	Clerk/Deputy Clerk
Clerk's Office	Village Board Meetings	Bi-monthly and/or emergency meetings for essential business.	Clerk/Deputy Clerk

**APPENDIX A**  
**Village of Warwick Mission Essential Functions and Essential Positions**

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
Clerk's Office	Official Business	Any essential tasks as deemed by Mayor including grant deadlines, policies, and Village Board matters, etc.	Clerk/Deputy Clerk
Clerk's Office	Parking Permits	Issuance of disability parking permits & Chase & First Street Lot Permits	Clerk/Deputy Clerk
Clerk's Office	Invoice and collection of fees	Weekender Bus, Alarm Fines, and all fees collected by the clerk's office (i.e. garage sales, alarm fees, gross receipts, etc.)	Clerk/Deputy Clerk
<b>Code Enforcement/Building Inspector</b>			
Code Enforcement/Building Inspector	Essential code enforcement matters	Emergencies, building fires, dangerous violations, etc.	Code Enforcement Officer/Building Inspector
Code Enforcement/Building Inspector	Building permits, Fire Inspections	Issuing permits, conducting routine inspections	Code Enforcement Officer/Building Inspector
Code Enforcement/Building Inspector	Municipal code and violation searches	Property review, inspection, issue, and letters	Code Enforcement Officer/Building Inspector
<b>Department of Public Works</b>			
DPW	Water/Sewer Emergencies	Water leaks, sewer blockages, etc.	DPW & Water Department
DPW	Weather Related Emergencies	Flooding, wind, power outages, snow/ice removal, etc.	DPW
DPW	Property and Infrastructure Maintenance	Village owned property maintenance, stormwater maintenance, trash collection/recycling	DPW
DPW	Disinfection	Disinfection of Village Hall, DPW Garage, Village vehicles	DPW
DPW	Preparation of vouchers	Budget maintenance & voucher preparation	DPW Clerk
DPW	System Failures	Including culverts, traffic lights, signs....	DPW
DPW	Fleet Maintenance	especially snow equipment and emergency vehicles	DPW Mechanic

**APPENDIX A**  
**Village of Warwick Mission Essential Functions and Essential Positions**

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
DPW	Road Maintenance	Filling potholes caused by weather to prevent vehicular damages	DPW
DPW	Operates Sewer System	Daily operation of sewer collection, pumping, and treatment infrastructure	DPW, Contract Operator
DPW	Related equipment and supply purchase	Order, receive, and process purchases	DPW Clerk
<b>Information Technology</b>			
Information Technology	Hardware & software maintenance for the Village.	All necessary maintenance and troubleshooting for the Village of Warwick, including remote assistance where applicable.	IT Department
<b>Justice Court</b>			
Justice Court	All Justice Court functions are governed by the Unified Court System & Village Justice.	All Justice Court functions are governed by the Unified Court System & Village Justice.	Court Clerk, P/T Court Clerk
Justice Court	Banking	making deposits Mon., Wed., & Fri.	Court Clerk, P/T Court Clerk
Justice Court	E-Mails	Monitoring E-mails from various agencies regarding administrative court instructions. Processing on line payments	Court Clerk, P/T Court Clerk
Justice Court	Warwick Police Dept.	Physically receiving arrest reports, appearance tickets, and parking tickets	Court Clerk, P/T Court Clerk
Justice Court	Mail	Receiving payments, and pleas	Court Clerk, P/T Court Clerk
Justice Court	Phone	Answering calls and returning calls Re: all court matters, such as paying instructions, adjournment instructions, and explanations of court functions during the Pandemic.	Court Clerk, P/T Court Clerk
<b>Mayor's Office</b>			
Mayor's Office	Notification & Communication	Notify public, staff, Village Board and consultants of all necessary emergency information, working with the Clerk's Office to expedite pertinent information.	Mayor/Clerk

**APPENDIX A**  
**Village of Warwick Mission Essential Functions and Essential Positions**

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
Mayor's Office	Coordinated Health Agencies	Coordinate with Orange County, the Orange County Health Department, CDC, etc. regarding all emergency measures and protocols and to develop community health response priorities.	Mayor/Clerk
Mayor's Office	Coordinated Municipalities	Coordinate with the Town of Warwick, Village of Florida, and Village of Greenwood Lake.	Mayor
Mayor's Office	Coordinated Local Organizations	Coordinate with local organizations including the Warwick Valley Chamber of Commerce and non-profit organizations	Mayor
Mayor's Office	Coordinated Local Health Agencies	Coordinate with the Village appointed Health Official as well as St. Anthony Community Hospital.	Mayor
Mayor's Office	Bi-monthly Board Meeting / Emergency Meetings	To provide updates, discussion and to hold public votes that are of importance to our village.	Mayor, Village Board, Clerk's Office, DPW Supervisor, Village Attorney
Mayor's Office	Communication with Village Board	Essential meetings and correspondence to discuss upcoming projects, ideas, proposed plans, emergency procedures & protocols etc.	Communication with all departments via email, phone, in-person, or through a virtual platform.
<b>Parking Enforcement</b>			
Parking Enforcement	Village Safety	Maintain safety and order of parking throughout the Village.	Parking Enforcement
<b>Recreation</b>			
Recreation	Notification & Communication	Notify public & recreation staff of all cancellations, schedule changes, locations, etc.	Recreation Director
<b>Treasurer's Office</b>			
Treasurer's Office	Payroll	Weekly Payroll/Monthly Payroll	Deputy Treasurer
Treasurer's Office	Audit & Approval of Claims	Processing vouchers and all approved payments, preparing the abstract for the board meetings	Treasurer/Deputy Treasurer
Treasurer's Office	Daily deposits	Check/Cash/Credit card deposits for water payments, gross receipts, parking lot reserve etc.	Treasurer/Deputy Treasurer

**APPENDIX A**  
**Village of Warwick Mission Essential Functions and Essential Positions**

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
Treasurer's Office	Revenue postings	Revenue entries related to the daily deposits	Treasurer
Treasurer's Office	Parking meter Coin Deposits	Counting and bagging coins/making deposit	Deputy Treasurer
Treasurer's Office	Budget prep	Everything related to budget (Jan-May 1)	Treasurer
Treasurer's Office	Bank reconciliation	Reconciling all bank rec's	Treasurer/Deputy Treasurer
Treasurer's Office	Year end reporting	printing W2's, 1099's, 1095's	Deputy Treasurer
Treasurer's Office	Fiscal end year	Preparing all necessary information to close the year, and to give to MV for AUD (June 1-Sept 1)	Treasurer
Treasurer's Office	Quarterly 941 and NYS45	Prepare and submit federal 941 and state NYS45	Deputy Treasurer
<b>Village Board</b>			
Village Board	Bi-monthly Board Meeting / Emergency Meetings	To provide updates, discussion and to hold public votes that are of importance to our village.	Mayor, Village Board, Clerk's Office, DPW Supervisor, Village Attorney
Village Board	Communication	Essential meetings and correspondence to discuss upcoming projects, ideas, proposed plans, emergency procedures & protocols etc.	Communication with all departments via email, phone, in-person, or through a virtual platform.
<b>Water Billing</b>			
Water Billing	Notification & Communication	Notify public & staff of any emergency situations such as boil water notification etc.	Water Billing Clerk
Water Billing	Water / Sewer Bill Collection	Regular mailing and collection of payments for water/sewer bills & 60 day late notices	Water Billing Clerk
Water Billing	Water/Sewer Emergencies	Notify water/sewer department of emergencies reported by residents and coordinate necessary appointments, etc.	Water Billing Clerk



**APPENDIX A**  
**Village of Warwick Mission Essential Functions and Essential Positions**

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
Water Billing	Final Reads	Final reads of water/sewer accounts	Water Billing Clerk
Water Billing	Monitoring Phone Calls	Customer calls (complaints, questions, concerns)	Water Billing Clerk
<b>Water Department</b>			
Water Department	Water Emergencies	Water leaks, etc.	Water Department
Water Department	Hydrant flushing	Fire protection , Water quality	DPW , Water Department
Water Department	Meter reading	Quarterly Meter reading	Water Department
Water Department	Reservoir Checks	Weekly checks of Spillway's , Level's and condition	Water Department
Water Department	Operate Water System	Conduct Daily Operations (Treatment, Pumping, Storage) Maintain Distribution system infrastructure	Water Department , Contract Operator
Water Department	Customer Shut-offs	Turn off Water to Customer	Water Department
Water Department	Final Reads	as Required , From Billing Clerk	Water Department
Water Department	Mark outs	Regular and Emergency	Water Department