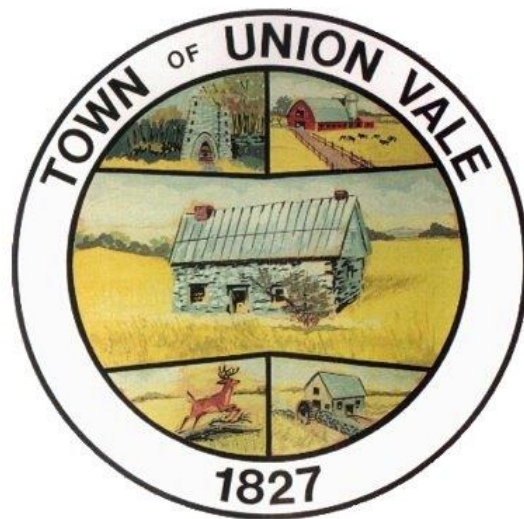


# Public Employer Health Emergency Plan for **TOWN OF UNION VALE**



April 1, 2021

This plan has been developed in accordance with New York State & CDC Guidelines

Record of Changes - Page 2

## PURPOSE

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and is intended to protect our valuable employees and their rights in addition to protecting all town assets and providing a well, if somewhat limited in hours, functioning governmental operation on behalf of the residents of the Town of Union Vale.

This plan has been developed with the input of Dutchess County's *Pandemic Operations Plan* and Town of Union Vale Planning Team, as required by the amended New York State Labor Law. The Plan memorializes specific actions that must be taken during pandemic-related continuity activities. It has been developed in accordance with requirements applicable to the New York State Guidelines and the Centers for Disease Control (CDC) Guidelines pandemic guidance. While COVID-19 prompted the need to develop a Pandemic Operations Plan, this product is applicable to other infectious diseases that may emerge and similarly cause a declaration of a public health emergency.

As the authorized official of Town of Union Vale, 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- to address public health emergency planning requirements.

Signed on this day: April 1, 2021

Ratified April 15, 2021

By: Betsy Maas

Title: Town Supervisor

Signature: 

# Record of Changes

Date of Change	Description of Change	Implemented by
3/12/21	Draft Plan Version 1	Betsy Maas
4/15/21	Final Version Ratified	Betsy Maas

## Table of Contents

Purpose.....	1
Record of Changes.....	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope .....	4
Situation Overview .....	4
Planning Assumptions .....	4
Concept of Operations .....	5
Mission Essential Functions.....	5
Essential Positions .....	7
Reducing Risk Through Remote Work and Staggered Shifts .....	8
Remote Work Protocols .....	8
Staggered Shifts.....	9
Personal Protective Equipment.....	9
Staff Exposures, Cleaning, and Disinfection .....	10
Staff Exposures .....	10
Cleaning and Disinfecting .....	11
Employee and Contractor Leave .....	12
Documentation of Work Hours and Locations.....	12
Appendix A .....	14
Appendix B .....	17

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

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. 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 Town of Union Vale. 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
- 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 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 of Town of Union Vale, 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 Town of Union Vale shall be notified by texting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town Board members and Department heads will be notified of pertinent operational changes by way of texting, email, social media, and web posting. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

Upon resolution of the public health emergency, the Town Supervisor of Town of Union Vale, 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, Town of Union Vale is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

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 Town of Union Vale

The Town of Union Vale 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 prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town of Union Vale have been identified as:

Essential Function	Description	Priority
Town Hall	Town officials and essential staff will maintain an operational town government and services by telephone, email, appointments, and virtual meetings. Town Hall will be operational regardless of whether or not the building is closed to the public.	1
Town Highway Garage	To maintain operations necessary to maintain the roads and equipment needed for those duties.	1
Town Building Department	The Building Dept. will maintain as high a level of service to the residents as possible while following current Health Department Guidelines. Reviews permit applications, conducts municipal searches, issues certificates of occupancy, serves as Code Enforcement Officer, Building Inspector and Fire Inspector for the Town.	1
Elected Officials: Town Board	Essential to provide a quorum so that decisions can be made to keep the Government functioning whether meetings are in-person or virtual.	1
Parks Department	To maintain upkeep of the parks including maintenance of buildings and outdoor areas. Snow removal at Fire Stations. Assistance with other maintenance including stocking all buildings with sanitizers and PPE and other tasks that ensure care for public property during a pandemic (when visitors, confined by working at home are at a maximum in our outdoor spaces).	1

Constables	Maintain safe Court operations and continue to protect the assets of the Town by patrolling town owned property.	1
Finance Department	Responsible for banking and segregation of funds, payroll, purchasing oversight and accounts payable, collection and accounts receivable. Oversight and collection of rent from town owned rental properties.	1
Town Clerk	The Town Clerk receives all official records of the town, records local laws/ordinances, issues licenses and permits, death records and responds to all FOIL requests on behalf of the town.	1
Recreation Department	Responsible for programs and activities for Town residents including after school programs, summer camp, pool, senior center and park programs. Assists with and responds as liaison with the community.	1
Assessor	Responsible for the preparation of equitable assessments	1
Recycling Center	Transfer Station responsible for receiving recycling, garbage and bulk items from residents.	1
Human Resources (operates in Supervisor's Office)	Responsible for personnel functions, retirement, health insurance, workers' compensation and tracking of Pandemic related quarantine days to assure employees are compensated fairly and according to law.	1

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies 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.

ALL Department Heads and Town Board members are deemed essential, unless determined otherwise. Seasonal and annual reporting/work requirements may lead to a department being deemed essential (on non-essential).

Essential Function	Essential Positions/Titles	Justification for Each
Highway Department	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	Essential for maintenance and safety of Town roads and other assets
Building Department	<ul style="list-style-type: none"> <li>Building Inspector</li> <li>Fire Inspector</li> <li>Clerk</li> </ul>	Essential to the enforcement of the building code, code enforcement and to provide residents with critical services. Essential to maintain the duties of all the functions as assigned to the office.
Parks Department	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	Essential to maintain and protect park assets and town buildings. Provide critical management of and implementation of disinfecting procedures for all buildings.



Chief Fiscal/Operating Officer	<ul style="list-style-type: none"> <li>Town Supervisor</li> </ul>	Essential for continued operations of all departments and to keep overall government functioning. Communicates details of issues and the plan as they evolve.
Constables/Peace Officers	<ul style="list-style-type: none"> <li>All Constables</li> </ul>	Essential to protect the Town's Assets by patrolling and inspecting building, parks, investigating complaints and suspicious or dangerous activities.
Elected Official:	<ul style="list-style-type: none"> <li>Tax Collector</li> </ul>	Essential for tax collections January - June. Oversee all functions of the Tax Collector's duties consistent with NYS law and town policies.
Elected Official:	<ul style="list-style-type: none"> <li>Town Clerk</li> </ul>	Essential duties conducted part-time. Some scheduled time in Town Hall necessary to issue permits, collect fees, etc. Using VPN to work from home is possible when deemed necessary.
Assessor	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	Maintain duties of the Assessor's office.
Finance Department	<ul style="list-style-type: none"> <li>Bookkeeper</li> <li>Payroll Clerk</li> </ul>	Essential to the operation of payroll, purchasing and accounts payable, collection of accounts receivable and banking.
Town Court	<ul style="list-style-type: none"> <li>Town Justices &amp; Court Clerks</li> </ul>	Maintain the court operations consistent with permitted guidelines by the local Magistrate & State of NY.
Appointed Boards	<ul style="list-style-type: none"> <li>Planning Board &amp; ZBA</li> </ul>	Essential to fulfill the operations of these Boards. In-person or virtual meetings as needed.

## 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 all roads.

### 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. Access to VPN and/or secure network drives
  - b. Internet capable laptops
  - c. Necessary peripherals
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. NOTE: Phone lines may need to be forwarded to off-site staff in Town Hall & Parks and Recreation

The Town Supervisor will designate which staff can work from a remote location and oversee the distribution of computers as available and needed. Hours of operation and access to town buildings may be altered for the safety of both employees and residents. Protective actions taken will include but are not limited to placing barriers to access parts of buildings, offices or meeting rooms; occupancy restrictions, conducting business using

personal cell phones (office phones may be forwarded to personal phones), use of a drop box at front of Town Hall and Town Clerk's window. Increased use of email between staff members to ensure normal productivity levels. Protective actions will be taken in accordance with NY State and Dutchess County Guidelines.

### 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, Town of Union Vale 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 as assigned by Department Manager in accordance with Town Supervisor's approval

### 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
- Hand Sanitizer and Soap in hallways and restrooms

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 be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for the duration of a pandemic
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. 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
  - d. Supplies will be monitored and distributed by the Parks Manger in conjunction with the Town Clerk (for Town Hall)
  - e. A list of dependable suppliers will be completed to be accessed quickly when the need is identified

- f. Backups will be on hand in storage when current pandemic subsides
- g. Storage areas are in the main closets in both Town Hall and Parks & Rec Department
- h. Department Heads will submit to the Town Clerk requests for 8 weeks of PPE which will be purchased and stored as per guidelines

## 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 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, which is a prolonged presence - 10 minutes or more- within six feet with that person):
  - 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 permitted to work remotely during this period of time if they are not ill.
    - b. The Town Supervisor will be notified and will be responsible for the employee
    - 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 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 Town Supervisor is responsible for making these decisions.
  
- 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 residents. 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. Town of Union Vale will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the NY State/public health officials to do so.
  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 guidance shall be referenced.
  6. The Town Supervisor must be informed in these circumstances and is responsible that all protocols be 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 COVID-19 indicates that a period of 24 hours is ideally given 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/public health guidance for the disease in question will be followed.
    - 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, 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. The Town Supervisor is responsible for enforcing these protocols.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow NY State/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 throughout the day.
  - b. The Parks Maintenance staff will disinfect Tymor buildings and Town Hall as scheduled or needed.

- c. The cleaning staff will disinfect on weekends.
  - d. A professional cleaning company can be hired to sanitize if necessary or if Parks Maintenance staff are overloaded.
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 Town of Union Vale 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.

It is our policy that employees of the Town of Union Vale will not be charged with leave time for testing if mandated by the Town.

All employees are entitled to the one leave time of up to fourteen (14) calendar days as per the New York State Paid Leave for COVID-19.

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/non-employees, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Union Vale and as such are not provided with paid leave time by the Town of Union Vale 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 Town of Union Vale to support contact tracing within the organization and may be shared with local public health officials. Tracking of work hours will be done by using the PaychexFlex system and having employees log in hours on-site and when working at home. Contract tracing information will only be disseminated by the Town Supervisor with permission of the employee, if approached by local health officials.

## Housing for Essential Workers

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 Town of Union Vale'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, each Department Head is responsible for coordinating this with the Town Supervisor.

# APPENDIX A

## Emergency Contact List

<b>Town Supervisor</b> Town of Union Vale	Betsy Maas Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:supervisor@unionvaleny.us">supervisor@unionvaleny.us</a> (845) 724-5600 ext. 110 (917) 539-1660 (cell)
<b>Deputy Town Supervisor</b> Town of Union Vale	John Welsh 43 Cutler Lane LaGrangeville, NY 12540 <a href="mailto:councilmanjohnwelsh@gmail.com">councilmanjohnwelsh@gmail.com</a> (845) 762-8899 (cell)
<b>Highway Superintendent</b> Town of Union Vale	Ed Kading 844 N. Clove Road Verbank, NY 12585 <a href="mailto:edkadinghighway@unionvaleny.us">edkadinghighway@unionvaleny.us</a> (845) 629-6519 (cell) (845) 724-5498 (Hwy Garage)
<b>Building Department</b> Town of Union Vale	George Kolb Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:building2@unionvaleny.us">building2@unionvaleny.us</a> (845) 724-5953
<b>Parks Department</b> Town of Union Vale	Jake Gosnell 8 Tymor Park Road LaGrangeville, NY 12540 <a href="mailto:parks@unionvaleny.us">parks@unionvaleny.us</a> (845) 724-5691 (office) (845) 392-4444 (cell)

<p><b>Head Constable</b> Town of Union Vale</p>	<p>George Treadwell Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:gtreadwell21@gmail.com">gtreadwell21@gmail.com</a> (845) 337-6267 (cell)</p>
<p><b>Union Vale Fire Department</b> Fire Chief</p>	<p>Steven Schmoke 3373 NY-82 Verbank, NY 12585 <a href="mailto:info@uvfdny.com">info@uvfdny.com</a> (845) 677-9262 (non-emergency)</p>
<p><b>Tax Collector</b> Town of Union Vale</p>	<p>Kathi Wellman Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:taxcollector@unionvaleny.us">taxcollector@unionvaleny.us</a> (845) 724-5600 ext. 109</p>
<p><b>Town Clerk</b> Town of Union Vale</p>	<p>Andrea Casey Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:townclerk@unionvaleny.us">townclerk@unionvaleny.us</a> (845) 724-5600 ext. 100</p>
<p><b>Finance Office</b> Town of Union Vale</p>	<p>Danielle Carney Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:finance@unionvaleny.us">finance@unionvaleny.us</a> (845) 724-5600 ext. 106</p>
<p><b>Assessor's Office</b> Town of Union Vale</p>	<p>Robert Taft Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:assessor@unionvaleny.us">assessor@unionvaleny.us</a> (845) 724-5600 ext. 111</p>



<p><b>Justice Court Justices</b> Town of Union Vale</p>	<p>Paul Pancio Town Hall 249 Duncan Road, LaGrangeville, NY 12540 <a href="mailto:ppancio@nycourts.gov">ppancio@nycourts.gov</a> (845) 724-5600 ext. 113</p>
<p><b>Planning Board Chair</b> Town of Union Vale</p>	<p>Pat Cartalemi <a href="mailto:pat@aaacarting.com">pat@aaacarting.com</a> (914) 602-8761</p>
<p><b>ZBA Chair</b> Town of Union Vale</p>	<p>Jane Smith <a href="mailto:Jssmith1@optonline.net">Jssmith1@optonline.net</a> (845) 724-3415</p>
<p><b>Commissioner of Emergency Management Operations</b> Dutchess County</p>	<p>Dana Smith 392 Creek Road Poughkeepsie, NY 12601 <a href="mailto:dsmith@dutchessny.gov">dsmith@dutchessny.gov</a> (845) 486-2080</p>
<p><b>Commissioner Behavioral &amp; Community Health</b> Dutchess County</p>	<p>A.K. Vaidian, MD 85 Civic Center Plaza, Suite 106 Poughkeepsie, NY 12601 (845) 486-3400 <b><i>After Hours Public Health Emergencies: 845-431-6465</i></b></p>
<p><b>DC Behavioral &amp; Community Health - Millbrook Office</b> (Summer Camps- Public Health Sanitarian)</p>	<p>Kathleen Lizewski 131 County House Road, 3<sup>rd</sup> Floor Millbrook, NY 12545 <a href="mailto:klizewski@dutchessny.gov">klizewski@dutchessny.gov</a> (845) 677-4001</p>

# APPENDIX B

## Additional Resources and References

Organization	Website (live links)
Centers for Disease Control & Prevention	<a href="https://www.cdc.gov">https://www.cdc.gov</a>
New York State Dept. of Health	<a href="https://www.health.ny.gov">https://www.health.ny.gov</a>
NY Governor's COVID Executive Orders	<a href="https://www.governor.ny.gov/executiveorders">https://www.governor.ny.gov/executiveorders</a>
New York Forward	<a href="https://forward.ny.gov/">https://forward.ny.gov/</a>
Dutchess County Government	<a href="https://www.dutchessny.gov">https://www.dutchessny.gov</a>
Dutchess County COVID Department	<a href="https://www.dutchessny.gov/Departments/DBCH/2019-Novel-Coronavirus.htm">https://www.dutchessny.gov/Departments/DBCH/2019-Novel-Coronavirus.htm</a>
Dutchess County Behavioral & Community Health	<a href="https://www.dutchessny.gov/Departments/DBCH/dbch.htm">https://www.dutchessny.gov/Departments/DBCH/dbch.htm</a>
Dutchess County Business Notifications	<a href="https://dutchessbnn.com">https://dutchessbnn.com</a>
Dutchess Responds (Assistance for Residents)	<a href="https://www.dutchessny.gov/Departments/DBCH/Dutchess-Responds-COVID-19.htm">https://www.dutchessny.gov/Departments/DBCH/Dutchess-Responds-COVID-19.htm</a>
NY State Liquor Authority	<a href="https://sla.ny.gov/Restrictions-in-Response-to-COVID-19">https://sla.ny.gov/Restrictions-in-Response-to-COVID-19</a>