

# Village of Newark

## Pandemic Operations Plan

### March 24, 2021

The following is an action plan for the Village of Newark to follow when deemed necessary to implement when dealing with a Pandemic.

1. Levels of Actions
2. Personnel, health Assessment and Education
3. Essential Services/Employees, remote working
4. Community Center/Dept. of Public Works/Village Municipal Building/Water Treatment Plant /Sanitary Sewer Treatment Plant/Police Department
5. Resources
6. Costs
7. Vacation
8. Emergency housing
9. Whistle blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan
- . Levels of Actions

The Village of Newark needs to develop a process to activate levels of response to this public health issue. This will allow a coordinated effort and response by the Village of Newark. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active monitoring:  
No cases in Wayne County

- More frequently clean common areas; including countertops, door hardware, and other items and document by date/time
- Communicate online or written memos to Village residents, employees, and board members
- Continue to monitor communication with Wayne County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff and board members
- Review and update emergency plans
- Weekly management meetings for updates (either remote or in-person)
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events
- All vehicles interiors will be cleaned/disinfected at end of shift if used during the shift, and after occupants have been in the rear seat area (police)

Level 2: Containment

Cases identified in Wayne County

- Increase disinfection process at all Village of Newark facilities

- Review departmental contingency and business continuation plans
- Continue all level 1 activities

### Level 3: Mitigation

Confirmed cases among employees, board members and staff of Community Center

- The effected building will close for 24 hours while the local Department of Health investigates and sets forth a plan for further precautionary measures that the village must take to limit exposure
- Potentially cancel all Village events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas (Police Dept. may require more intensive cleaning)
- Communications to Community and Employees
- Police Department will:
  - Notify Mayor and Police Commissioner of confirmed cases and exposures
  - Provide Wayne County/NYS quarantine/isolation orders to Village Clerk
  - Limit Personnel and Non-Employees in police station

## 2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the Village of Newark. **We encourage all to practice the following healthy behaviors:**

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.

Employees are to submit their health assessment each day prior to the work shift beginning. Answer each question and initial calendar for each day (attached). **A daily temperature check may also be required should the Mayor and Board determine it is necessary. The temperature will not be recorded, but the individual will be sent home if their temperature is above a predetermined reading as determined by federal and state guidelines in place at that time.**

Employees should notify their supervisor and not report to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, a Covid-19 test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

The village will **attempt** to maintain flexible policies that permit employees to stay home to care for sick family members.

**The village will pay employees for any sick time incurred due to the pandemic illness only when required to do so by any applicable Federal and State laws in effect at that time.**

#### Education

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially, but mandatory if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Advise employees before traveling to take certain steps:
  - Check the Village of Newark's Traveler Health Policy and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from specific countries and states can be found on the CDC and NYS websites.
  - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
  - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
  - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consular officer can help locate healthcare services.
- Remote working: The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to the Employee Handbook approved December 3, 2020) for use on Village owned equipment). The Village Mayor, with direction from the department head, will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Village Mayor will assign the department manager to assess each employee's environment to make sure it is safe and has limited distraction to enable working from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

### 3. Essential Services for the Village of Newark:

The Village has identified essential/ non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Village owned laptop devices. However, the Village Mayor, with guidance from the department manager, will devise a staggered work schedule for the DPW, Office, and Code Enforcement to limit the number of employees in direct contact. The DPW crew can work in two separate crews and the Village Office can stagger shifts and workdays to minimize contact between employees. Police Personnel in the station will be limited.

#### Essential services are:

##### Office:

- Communications to village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes, water billings
- Payroll
- Vouchers
- Budget preparation

##### Code enforcement

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits

##### Police (All Activities)

##### Fire Department

##### DPW

- Village owned property maintenance (mowing, shoveling snow)
- Water leaks
- Sewer blockages
- Weather related
  - Flooding
  - Wind
  - Power outages
  - Snow/ice

##### Water and Waste Water Treatment Plants (All Activities)

**Essential employees identified:**

Mayor

All DPW Employees, which includes all Water and Waste Water Plants personnel, along with managers

All Police Employees

Village Clerk/Treasurer

Code/Building

Deputy Clerk/Treasurer

All Fire Department Employees

\*\* Village Justice Court employees ability to operate is dictated by the NYS Office of Court Administration. They will be considered essential if allowed by the state agency.

**Non-essential identified (to work remotely and on site when appropriate)**

Water billing Clerk

Full-time Office Clerks, including Code Enforcement and Accounts Payable

Village Trustees, Planning and Zoning Board members

Police Clerk/Typist

Alex Eligh Community Center Director

**4. Modify Community Center/Village Office/**

The Village will evaluate the opening of the Community Center and Village office each month at the Village Board meeting and determine whether to open the Facilities. The Village office can be closed at the direction of the Mayor and Board, with access by appointment only.

**5. Resources**

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Wayne County Department of Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information

**6. Costs**

The Village of Newark will track costs throughout this event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

**7. Vacation:** Employees will follow the Village of Newark Travel Policy for traveling and adhere by the recommendations.

**8. Emergency housing:** Wayne County offers emergency housing if needed when home isolation is not available.

**9. Whistleblower:** The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding the pandemic disease related issues if the employee does not feel they can communicate with their supervisors and or Mayor/Vice Mayor.

**10. Personal protective Equipment:** The Village will attempt to maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Departments may vary from what is required.

**11. Public Meetings:** The Village will follow Federal and State guidelines on public meetings. The Village if possible, will offer in person meetings with social distancing as well as offering Go To Meetings for residents/guests.

**12. De-escalation of the Action Plan**

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

*This policy does not replace any language in the Village of Newark Employee handbook.*