

**Village of Rockville Centre  
Pandemic Operations Plan  
Adopted 3/18/2021**

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 the Village's employees and contractors is crucial to maintaining Village operations. The Village encourages all employees to use CDC guidance for staying safe. The fundamentals of reducing the spread of infection include:

- Use hand sanitizer and wash hands with soap and water frequently
- Practice social distancing when possible
- If you're 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
- Clean and disinfect workstations regularly
- Follow other guidance that 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 Village employees and their families is of utmost importance
- The circumstances of a public health emergency may directly impact Village own operations
- Impacts of a public health emergency will take time for the Village to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The Village's constituents, and the general public, expect the Village to maintain a level of 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 and cleaning supplies may be heavily impacted, resulting in considerable delays in procurement.
- "Essential employee" is defined as a public employee that is required to be physically present at a work site to perform their job
- "Non-essential employee" is defined as a public employee that is not required to be physically present at a work site to perform their job.

## Concept of Operations

The Mayor of the Village of Rockville Centre holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to the plan implementation may be supported by additional personnel at the discretion of the Mayor.

Upon resolution of the public health emergency, the Mayor of the Village of Rockville Centre will direct the resumption of normal operations or operations with modifications as necessary.

## Essential Functions

Essential functions are those functions that enable the Village to

- Maintain the safety of employees and constituents
- Provide vital services
- Provide services required by law
- Sustain quality operations

The Village has identified as critical only those priority functions that are required or are necessary to providing vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing critical functions and building the internal capabilities to eventually restore operations.

The essential functions of the Village of Rockville Centre include:

Essential Function	Description	Priority*
Power Plant	Maintain the operations of the power plant so that it can provide electricity to the community	1
Police Department	Maintains public safety	1
Code Enforcement	Enforces Village Code	1
Sanitation	Remove trash to keep the community clean and healthy	1
Sewer Department	Maintain sanitary sewer system to prevent backups and allow for the smooth passage of sanitary waste	1
Village Garage	Maintain the vehicles employees use to perform their work.	1
Water Department	Provide fresh drinking water	1
Electric Line	Maintain and repair the electric lines that bring electricity to the community	2
Highway Department	Repair roadways, remove trees and branches, plow snow	2
Parks Department	Maintain parks and public spaces so that community members can enjoy them	2
Health and Safety	Monitor health and safety, perform safety training (remote)	2
Cashier/Comptroller	Deposit revenue items and pay invoices.	2

\*Priority 1 = essential that employees are on site. Priority 2 = employees are essential but flexible as to scheduling/location of work

## **Reducing Risk through Remote Work and Staggered Work Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, the Village can decrease crowding and density at work sites.

### **Remote Work Protocols**

Some non-essential employees are able to accomplish their functions remotely and will be enabled to do so to the greatest extent possible. Working remotely requires:

- Identification of staff who will work remotely
- Approval and assignment of remote work
- Equipping staff for remote work
- Internet capable computer and necessary peripherals
- Access to VPN
- Access to software and databases necessary to perform their duties
- A solution for telephone communications

### **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 within certain hours. If possible, management will identify opportunities for staff to work outside regular business hours (or during a subset of hours) as a strategy to limiting exposure. The goal would be to give all employees an opportunity to work their regular number of hours. Staggering shifts requires:

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

### **Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of the infectious disease is important to supporting the health and safety of Village employees. PPE which may be needed can include:

- Masks
- Face Shields
- Gloves
- Hand Sanitizer

Protocols for providing PPE include the following:

- Identification of needs for PPE based on job duties and work location
- Procurement of PPE
- As specified in the law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least 6 months.

- Storage of, access to, and monitoring of PPE stock
- PPE must be stored in a manner which will prevent degradation

Employees must have immediate access to PPE in the event of an emergency.

The supply of PPE must be monitored to ensure integrity and to track usage rates.

### **Staff Exposures**

Staff exposures are organized under several categories based on the type of exposure and presence of symptoms. Following CDC guidelines, the Village has established the following protocols:

If employees are exposed to a known case of the 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 within 6 feet of the infected person):

- Potentially exposed employees 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
- If possible, these employees will be permitted to work remotely during this period of time if they are not ill.
- The employee's supervisor will be notified and the Department Head is responsible for ensuring these protocols are followed.

CDC guidelines for COVID-19 provide that essential employees may be permitted to continue to work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees, and the community.

- In person interactions with exposed essential employees will be limited as much as possible
- The employee must wear PPE at all times
- Work areas in which the employee are present will be disinfected according to current CDC/public health protocols as often as practical.
- If at any time s/he exhibits symptoms, they should no longer come in to work (refer to the next section)
- The Department Head, in conjunction with the Deputy Clerk or Village Administrator, is the decision maker in these circumstances and is responsible for ensuring these protocols are followed.

If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:

- Employees who exhibit symptoms in the workplace should be immediately separated from other employees and community members. They should be immediately sent home.
- Employees who exhibit symptoms outside of work should notify their supervisor and stay home.
- Employees should not return to work until they have met the criteria to discontinue home isolation as per CDC/public health guidance.
- CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if 10 days after symptoms first appear with other symptoms going away. Severely ill employees might need more than 10 days to recover.

- The Department Head and the Deputy Clerk must be informed in these circumstances. The Department Head is responsible for ensuring these protocols are followed.

If an employee has tested positive for the communicable disease that is the subject of the public health emergency.

- Apply the steps in the previous section
- Areas occupied for prolonged periods of time by the subject employee will be closed off until they are disinfected.
- Any common areas, entered, surfaces touched, or equipment used will be cleaned and disinfected immediately, if CDC protocols call for it.
- Identification of potential employee exposures will be conducted
- If an employee is confirmed to have the disease, the supervisor and Department Head should inform all contacts of their possible exposure. Confidentiality will be maintained.
- The Deputy Clerk must be notified in these circumstances. The Department Head is responsible for ensuring the protocols are being followed.

The Village recognizes there may be nuances or complexities associated with potential exposures, close contact, symptomatic persons, and those testing positive. The Village will follow CDC/public health recommendations and requirements and coordinate with local public health office for additional guidance and support as needed.

### **Contact Tracing**

It may be necessary to document work hours and locations of each employee to support contract tracing efforts.

Records will be kept of all visitors to various office buildings. Attendance records will be kept at the Recreation Center, the Senior Center and the MLK Center. Records will be kept regarding which employees transported in a vehicle together, as well as which homes/businesses were visited for inspections. By keeping these records, the Village will be better able to track employee exposure to the disease.

### **Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Guidance for routine cleaning during a public health emergency may include:

- If possible, employees will clean their own workspaces in the beginning, middle, and end of their shifts.
- If buildings are closed to the public, they will be cleaned once per day. If buildings are open to the public, high traffic/common areas will be cleaned 3 times per day. Implementation of the cleaning schedule will be informed by the function and traffic level of the building. The interior of trucks will be cleaned every day or between drivers. Individual spaces (rooms and equipment) at the Recreation Center will be cleaned after each class.

- Staff tasked with cleaning and disinfecting will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water prior to being disinfected
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface. Staff will follow instructions of cleaning projects to ensure safe and effective use of the products.
- The Village's cleaning vendor will follow CDC guidelines for cleaning and disinfecting.

### **Employee Leave**

It is Village policy that Village employees will use their own time for testing. However, if required by law, the Village will provide adequate time for employee testing.

Employees will be provided with paid sick leave at their regular rate of pay in accordance with federal/state guidelines for a period which the employee is unable to work due to quarantine (in accordance with federal, state or local orders) and/or experiencing symptoms and seeking medical diagnosis.

Any additional time off will be charged as sick time, family sick time, or float days, depending on the circumstance.

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.

### **Housing for Essential Employees**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged to help prevent the spread of the communicable disease. This will protect those employees from potential exposure and help ensure their health and safety and the continuity of the Village's essential operations. If such a need arises, hotel rooms are expected to be the most viable option.

## CERTIFICATION

The undersigned hereby certifies that the foregoing plan has been duly adopted by the Board of Trustees of the Village of Rockville Centre, pursuant to and in furtherance of the provisions and requirements of Chapter 168 of the Laws of 2020.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Village, or its employees or contractors pursuant to any applicable law, rule, regulation, or collectively negotiated agreement, including the rights and benefits which accrue to employees through relevant collective bargaining agreements, nor otherwise to diminish the integrity of any existing collective bargaining relationship.

Dated: March 18, 2021

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Francis X. Murray  
Mayor