

Village of Nissequogue

State Disaster Emergency Involving A Communicable Disease

Action Plan

March 16, 2021

The following is an action plan for the Village of Nissequogue to follow when deemed necessary to implement when dealing with State Disaster Emergencies Involving A Communicable Disease.

1. Levels of Actions
2. Personnel, Health Assessment and Education
3. Education
4. Essential Services/Employees, Remote Working
5. Village Hall/Village Police Department /Village Fire Department
6. Resources
7. Costs
8. Vacation
9. Whistle blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan
13. Department of Health Requirements

1. Levels of Actions:

The Village of Nissequogue needs to develop a process to activate levels of response to State Disaster Emergencies Involving a Communicable Disease. This will allow a coordinated effort and response by the Village of Nissequogue. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active Monitoring:

No cases in Village of Nissequogue

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and board members
- Continue to monitor communication with Suffolk 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
- Potentially limit all unnecessary work-related travel

Level 1: Active Monitoring (Continued):

- Potentially limit gatherings >10 persons to only essential events or consider postponing essential events
- Obtain pertinent contact information for Village Hall visitors

Level 2: Containment

Cases identified in Village of Nissequogue

- Increase disinfection process at all Village of Nissequogue facilities
- Develop contingency plans and review business continuation plans
- Continue all level 1 activities

Level 3: Mitigation

Confirmed cases among employees, board members and Nissequogue Fire Department ("NQFD") Volunteers

- The affected building will close for 24 hours while the Village 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
- Communications to community and employees
- Conduct contact tracing or testing if deemed necessary.

2. Personnel:

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

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching eyes, nose, and mouth
- Cover coughs or sneezes with 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.
- Practice Social Distancing

During a Level 3 Mitigation, employees are to submit a health assessment form and record their temperature each day prior to the work shift beginning.

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, disease specific test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to a disease. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

The Village will maintain flexible policies that permit employees to stay home to care for sick family members. With prior approval of the Mayor, the Village may pay employees sick time for any State Disaster Emergency Involving Communicable Disease related situation/illness. This will not be counted against the employee's sick time.

3. 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 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 CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel.
 - 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 handbook for use on Village owned equipment). The Mayor or Deputy Mayor will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Mayor or Deputy Mayor will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

4. Essential Services for the Village of Nissequogue:

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 using personal devices. However, the Mayor and Deputy Mayor will devise a staggered work schedule to limit the number of employees in direct contact. The Highway crew can work in separate crews and the Village Office can stagger shifts and workdays to minimize contact between employees.

Essential Services are:

Office:

- Communications to Village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of taxes, building permits and COs, medical insurance
- Payroll
- Vouchers
- Budget preparation
- Freedom of Information Act requests ("FOIL")
- Cleaning and disinfection of Village Hall

Code Enforcement:

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

Highway Department:

- Village owned property maintenance
- Weather related
 - Flooding
 - Wind
 - Power outages
 - Snow/ice
- Road Repair
- Deer Removal

Essential Positions Identified:

All Highway Employees
Village Clerk-Treasurer
Village Deputy Clerk
Building Inspector
Assistant Building Inspector

Non-Essential Positions Identified

Village Clerical Assistant
Building Department Clerical Assistant
Zoning Board Clerk
Planning Board/ARB Clerk
Historian
Zoning Board, Planning and Architectural Review Board members

Protocols for Non-Essential Employees to Telecommute:
The Village may provide devices to facilitate telecommuting.

5. Modify Village Hall/ NQPD/ NQFD:

The Village will evaluate the opening of the Village Hall each month at the Village Board meeting and determine whether to open the facilities. Currently, all facilities are closed to the public until further notice. The Village office is open by appointment only.

6. Resources:

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

7. Costs:

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

8. Vacation:

Employees will follow the State guidelines for traveling and adhere by the recommendations.

9. Whistleblower:

The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding State Disaster Involving Communicable Disease related issues if the employee does not feel they can communicate with their supervisors and or Mayor/Deputy Mayor. Retaliation or discrimination against any employee who makes a recommendation is prohibited.

10. Personal Protective Equipment:

The Village will maintain PPE for all essential employees in a quantity sufficient to provide PPE to each essential employee during any given work shift 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 the Governor's guidelines on public meetings. The Village if possible, will offer in person meetings with social distancing as well as offering Zoom 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 to assess the progression of disease severity to determine de-escalation timing and plan.

13. Department of Health Requirements:

The Village will comply with the Department of Health requirements such as tracing or testing, social distancing, hand hygiene and disinfectant or mask wearing.

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