

SCHUYLER COUNTY CONTINUATION OF OPERATIONS PLAN:

PUBLIC HEALTH EMERGENCY

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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 CSEA, Local 1000 AFSCME, AFL-CIO , Administrative Unit, The Schuyler County Highway Department Unit of Local 849, Unit #8600, AFSCME, C.S.E.A. Local 1000, Schuyler County Correction Officers Benevolent Association, Inc., and Schuyler County Road Patrol Association, 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.

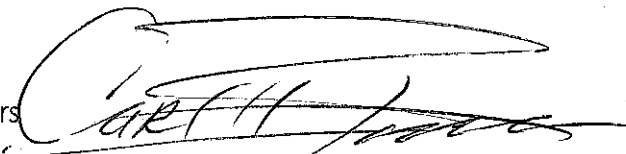
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Schuyler County, 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.

Date: 02/08/2021

Signature:

By: Carl H. Blowers

A handwritten signature in black ink, appearing to read 'Carl H. Blowers', written over a horizontal line.

Title: Chair of Schuyler County Legislature

This plan is exclusively for and is applicable to Schuyler County. 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.

The plan was developed based on best practices, and guidance available largely as a result of the Coronavirus pandemic. The plan is intended to provide guidance for future public health emergencies but will also act as a guidance document for any new challenges that arise as a result of the ongoing Coronavirus pandemic.

PLANNING EXPECTATIONS

- **Communication.** Internal and external communication will be critical to success.
- **Flexibility.** Recognize there may not be a one size fits all approach, and flexibility is key.
- **Increased Fiscal Stress.** While the magnitude of a future event is unknown, it is assumed all levels of government and the economy will be under significant fiscal stress. As a result, departments must strategize and plan for the reduction of revenue streams and the potential for staff reductions.
- **Organizational Structure.** Organizational structures and positions may need to be changed to provide proper supervision and oversight in the new environment.
- **Iterative.** The planning process is not a one-time process. Rather, it is an iterative process that will be continued on an ongoing basis as the situation evolves and we learn additional information.
- **Priorities.** There may likely be a constant shift in resource priorities, based on new information.
- **Public Health Guidance.** Public Health guidance will be provided by the Department of Public Health.
- **Social Distancing and PPE.** Social distancing and use of PPE [i.e. masks, gloves, etc.] for the public and employees is going to be part of the new normal and will be provided as required.
- **Workflows.** Reevaluate all workflows to identify new ways of working, new online services, use of new technology to automate processes
- **Working Remote.** Working remote may become a part of the new normal for many employees and should be maximized where appropriate to assist in social distancing.

IDENTIFICATION OF ESSENTIAL MISSIONS AND WORKERS

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

For this plan, an “essential employee” shall refer to a designation made that a public employee or contractor is required to be physically present at a worksite to perform his or her job.

The essential positions for Schuyler County have been identified as:

DEPARTMENT	POSITION	JUSTIFICATION
Board of Elections	Commissioner [2]	This is a bi-partisan office and are considered essential employees during an election cycle as indicated by the official State Board of Election calendar. During non-election cycles these employees would move to a remote works schedule.
	Deputy Commissioner [2]	
Buildings and Grounds	Superintendent	Must be on site to oversee that all buildings are maintained for all county functions.
	Deputy Superintendent	Must be on site to lead and direct maintenance & cleaning crews/performs maintenance on all county buildings.
	Maintenance Mechanics [2]	Must be on site to keep all buildings and systems in good repair for all county functions.
	Cleaners [7]	Must be on site to keep all county buildings clean and disinfected for safe occupancy of all employees as well as the public.
Civil Service	Personnel Officer	This title is charged by the law to administer the provisions of the Civil Service Law, County Civil Service Rules, and County Civil Service Policies and Procedures for Schuyler County and all the Towns, Villages, and School Districts in Schuyler County; as well as oversight of the human resources operations [including payroll] for the County. This position plays a key role in coordinating the staffing efforts for the County, especially in the wake of a Public Health Emergency. Additionally, school districts and municipalities would require assistance from this individual. The nature of the duties varies in extremes and on-site work would be the most efficient process to meet the needs of the County, Towns, Villages, and School Districts.
County Administrator	County Administrator	Responsible for ensuring the continuation of operations of all county departments and services. Additionally, will respond to media and resident inquires and conduct briefings of stakeholders as necessary. The County Administrator will maintain both an onsite presence as well as remote work assignment as the circumstances dictate.

DEPARTMENT	POSITION	JUSTIFICATION
County Administrator	Confidential Secretary to the County Administrator	The Confidential Secretary will ideally be on site to coordinate the response to requests and assist in maintaining continuity of government but may work remotely if needed.
County Attorney	Schuyler County Attorney	The Schuyler County Attorney is the legal advisor to the county legislature and each county department including, but not limited to, the Public Health Department, the Sheriff's Department, the Emergency Management Office, and the Department of Social Services. The County Attorney staff is responsible for the prosecution and defense of civil legal matters, including Public Health Quarantine Orders and Family Court cases of child abuse/neglect, juvenile delinquency, and persons in need of supervision. Each of the three attorneys would be required to assume continuity of government operations. The confidential secretary is necessary to assist the attorneys in the performance of their statutory duties.
	Assistant County Attorney [2]	
	Confidential Secretary to the County Attorney	
County Clerk	County Clerk	Office administrator.
	Deputy County Clerk	Must be able to execute every administrative responsibility of the County Clerk in her absence
	Assistant Deputy County Clerk [DMV]	DMV Supervisor
	Principal Clerk [DMV]	Responsible for maintaining office operations in the absence of the Supervisor. The Principal Clerk is also trained and performs vital transactions in the County Clerk's office.
	Motor Vehicle License Clerk [2]	All DMV transactions are performed on State run computers programs/systems. These are complicated transactions that take months of training to learn with special permissions to acquire access to these systems
Department of Social Services [DSS] [note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Commissioner of Social Services	Signing court petitions, access to files not able to take home, Oversight of department. The Commissioner will maintain both an onsite presence as well as remote work assignment as the circumstances dictate.
	Deputy Commissioner of Social Services	SOLQ reports, Oversight of department. The Deputy Commissioner will maintain both an onsite presence as well as remote work assignment as the circumstances dictate.
	Coordinator of Fiscal Operations and Computer Services	Need access to paper files not available at home
	Supervisor of Fiscal Operations and Computer Services	Need access to paper files not available at home
	Paralegal	Preparing for Fair Hearings, FEDS of homeless
Paralegal Assistance	FEDS for applicants especially the homeless, motel inspections.	

DEPARTMENT	POSITION	JUSTIFICATION
Department of Social Services [DSS] [note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Fraud Investigator	Investigation of clients who potentially are committing fraud, arresting of clients committing fraud.
	Caseworker Supervisor A – Adult and Children Services supervisor	Coordinate unit work, obtain paper files, mail.
	Caseworker Supervisor B – Children	Fills in for Supervisor A as need be. CPS supervisor, Coordinate activities of CPS workers.
	Senior Caseworker	Fills in for the Caseworker Supervisor A or B, assists with all levels of work within the department.
	Caseworker	Works directly with the public, comes to the department to obtain a vehicle for home visits, review paper files of cases.
	Casework Assistant	Transports children in care for visits and supervises the visits between children and parents. Completes IVE paperwork and applications, assists in Adult Services with a variety of duties.
	Support Investigator	Complete reports that cannot be run at home due to system, complete court paperwork for filing, copying, give to Commissioner for signature.
	Supervising Support Investigator	Coordinates the staff of Child Support, runs reports that cannot be run remotely.
	Senior Account Clerk Keyboard Specialist	Scanning and email cases to remote workers, running and completing reports, faxing vouchers to vendors, provide support for Accounting and Child Support, pays vouchers, and vouchers state for reimbursement.
	Account Clerk Keyboard	Running reports and providing them to appropriate staff. Support for rep payee accounts for adult services and guardianship accounts.
	Secretary II Commissioner Secretary	Supervises reception staff, contracts, personnel paperwork, sorts the mail, fills in at reception when needed.
	Secretary I	Supports children and adult services. Pulls paper files for review, takes hotline calls, back up of reception Keyboard Specialist.
	Senior Clerk	Scanning and email cases to remote workers, running and completing reports, faxing vouchers to vendors, provide support for Medicaid, TA and, Employment.
	Keyboard Specialist	Answers all incoming calls to Social Services, schedules appointments, makes benefit cards for clients, copies paperwork from clients, empties drop box several times a day.
Social Welfare Examiner	Assists with returning phone calls from clients needing assistance and sends needed materials to staff working remotely. Meets with clients as necessary. Process emergency applications, including meeting with clients face to face as requested by the client or as needed.	

DEPARTMENT	POSITION	JUSTIFICATION
Department of Social Services [DSS] [note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Temporary Social Welfare Examiner – HEAP	Processes HEAP applications and emergency applications, meet with clients as needed.
	Principle Social Welfare Examiner	Reviews cases for approval, ensures scheduling of unit to maintain workflow to the staff working remotely. Review the work of all staff and maintain time schedules and productivity of staff. Assist with emergency walk-ins.
	Employment and Temporary Assistance Supervisor	Supervises workflow or TA, SNAP, Child Care, Employment, Emergency Services. Ensures remote staff has necessary documents for staff to complete their work, review work of all staff for productivity.
	Mobile Work Crew Supervisor	Works with TA recipients to provide employment opportunities for them, monitor their compliance with work requirements.
District Attorney	District Attorney	The District Attorney's office is the chief law enforcement officer of the County. Under the Constitution and laws of this State, is responsible for the investigation and prosecution of all crimes and offenses committed in the County. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
	Chief ADA	
	2nd ADA	
	Paralegal	
	Crime Victims' Services Coordinator	
Emergency Management	Emergency Management Coordinator	Essential to the coordination and management of any incident that may happen. Beyond a public health emergency, other emergencies continue to happen.
	Deputy Coordinator.	
Highway Department	Superintendent	Must be on-site for weather and other highway maintenance issues in order to keep roadways available for the traveling public and emergency response.
	Deputy Superintendent	
	Heavy Equipment Operator [7]	Perform daily highway maintenance including snow removal/emergency response to weather-related incidents/keep roadways available for travelling public and emergency response.
	Motor Equipment Operator [2]	
Automotive Mechanic [4]	Equipment must be maintained daily/respond to equipment break downs/keep fleet ready for service	
Human Resources [note: can perform some of their duties remotely, but are required to be in the building at least part-time]	HR Administrator-Benefits Manager	Responsible for assisting the Personnel Officer with the administration of the human resources program for Schuyler County and also managing the employee benefits program for the County. This title provides oversight and coordination of all health insurance programs, disability, workers compensation, etc. for all employees of Schuyler County. This position would benefit from in-office work due to the nature of the varying programs oversight is provided to and the vast amount of documents housed in the office that are accessed on a daily basis to complete duties, etc.

DEPARTMENT	POSITION	JUSTIFICATION
Information Technology [IT]	Technology Director	Manages all aspects of technology in the County. Provides administrative actions, team leadership, and PC/Server troubleshooting and repair. Desktop LAN Technicians provide application and workstation support to all departments and outside agencies that subscribe to IT services with Schuyler County. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
Legislature	All positions within the Legislature are considered “Non-Essential” it should be noted that the Legislators themselves are considered “Essential” and at times the legislative clerks will be required to be in the office to assist with legislative operations.	
Community Mental Health Services [note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Senior Data Entry Operator	Support duties, phone calls, billing
	Senior Reg Prof Nurse [3]	Medication support
	MD and NP [4]	Medications and assessments
	Senior Care Manager	Crisis coverage and service coordination
	Senior Clinicians [3]	Crisis coverage and therapy coordination
	Administrative Assistant	Support duties, phone calls, billing, and community service support
	Director of Community Services	Oversight of all services provided, including direct care when needed
Office of the Aging [OFA] [note: can perform some of their duties remotely, but are required to be in the building at least part-time depending on the nature of the pandemic]	Food Service Manager	Coordinates the daily operation of the meal delivery program; Fills in for drivers when there is not a substitute driver available; manages the overall function of the nutrition program including ensuring all program regulations are met; assists in food/meal preparation as needed; decision making/troubleshooting; assists with ordering of food and supplies and inventory as needed
	Cook Manager	Manages the daily function of the kitchen; handles bulk cooking; orders food and supplies; decision making/troubleshooting; coordinates meal delivery preparation/packaging; cleans kitchen; oversees inventory; ensures basic safety and sanitation
	Assistant Cook	Meal preparation; fills in for the Cook Manager when absent including additional food prep, decision making/troubleshooting, and meal delivery preparation/packaging; cleans kitchen; assists with inventory
	Food Service Helper	Meal preparation; packing of food items for delivery; packaging of home delivered meals; washes dishes; cleans kitchen; assists with inventory

DEPARTMENT	POSITION	JUSTIFICATION
Office of the Aging [OFA] [note: can perform some of their duties remotely, but are required to be in the building at least part-time depending on the nature of the pandemic]	Food Service Helper	Meal preparation; washes dishes; cleans kitchen; Head Start meal delivery
	Meal Deliverer [3]	Prepares food items for delivery including packing of meals; delivers meals to the designated route
	Meal Deliverer [on call] [2]	
	Secretary	Handles all in-coming calls and call log/referrals to staff; manages copying/printing needs for remote staff; assists with mailings for remote staff; assists with on-site records management; collects and mails supplies to remote staff; handles incoming mail/counting of donations/contributions/payments; makes bank deposits
	Aging Services Aide	Provides essential transportation for clients to medical appointments, grocery store, bank, etc.
Director	Assists in kitchen supervision, planning for meal delivery, staffing; ensures regulation compliance; decision making/trouble shooting; bank deposits; handles secretary duties in her absence	
Planning	All positions within the Planning Department are considered "Non-Essential" unless the public health emergency requires particular assistance from this department, that cannot be completed remotely.	
Probation	Director of Probation	Direct supervision over sentenced offenders/respondents to provide positive guidance and behavioral modification influencing law abiding behavior, and their work duties have a direct effect over public safety. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
	Probation Supervisor	
	Probation Officer [4]	
Public Defender	Public Defender	Provide constitutionally mandated representation in Family and Criminal Courts. Services needed to be provided by this office vary as the NYS Court System requires. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
	Assistant Public Defender [3]	
Public Health	Director of Public Health	To ensure the continuation of Public Health operations necessary to respond to the Pandemic including Case investigation/Contact tracing and other essential disease control functions that must continue during a pandemic. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
	Deputy Director of Public Health	
	Fiscal Coordinator	
	Emergency Preparedness Coordinator	
	Public Health Nurses [3]	
	Public Health Specialists [4]	
	Administrative Assistant	
	Sr. Account Clerk/Key Board Specialist [2]	

DEPARTMENT	POSITION	JUSTIFICATION
Public Health	Account Clerk/Key Board Specialist	To ensure the continuation of Public Health operations necessary to respond to the Pandemic including Case investigation/Contact tracing and other essential disease control functions that must continue during a pandemic. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
Purchasing	Purchasing Clerk	Required to receive essential purchasing orders and distribute to appropriate departments <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
Real Property	Real Property Tax Assistant	The RP Assistant interfaces with the County Clerk and our tax mapper in Elmira to facilitate the process of entering transfers into our system and keeping our tax maps updated. The process involves handling hard copy of transfer documents, deeds, and survey maps which cannot be done remotely. <i>[Note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>
Records Management	Records Management Officer	Continue the function of retrieving/disposing of records in the absence of the RM to keep the county functioning in terms of Records Management
Sheriff's Office	Sheriff	Maintains the safety, welfare within the county to preserve the peace, and to prevent crime and disorder
	Undersheriff	
	Lieutenant – Patrol Supervisor	
	Lieutenant – Jail Administrator	Performs a mandated function, as required by NYS
	Lieutenant – Criminal Investigations	Maintains the safety, welfare within the county to preserve the peace, and to prevent crime and disorder
	Investigators	
	Sergeants – Shift Supervisors	Maintains the safety and welfare within the county to preserve the peace, and to prevent crime and disorder
	Deputy Sheriff's assigned to patrol and building security	
	Correction Officers / Dispatchers	
	Confidential Secretary to the Sheriff	
	Records Clerk	Required to processes all records requests, prepares purchase orders, and process invoices.
	Jail Cooks [part time]	Performs a mandated function, as required by NYS
	Jail Nurse [part time]	Performs a mandated function, as required by NYS

DEPARTMENT	POSITION	JUSTIFICATION
Treasurer <i>[note: can perform some of their duties remotely, but are required to be in the building at least part-time]</i>	Treasurer	Ensure the financial structure of the County remains in place.
	Senior Keyboard Specialist	Required in the office to take payments, field questions from the public, and review incoming mail/email
Veterans Service Agency	All positions within the Veterans Service Agency are considered "Non-Essential" and can be completed remotely. A Service Officer would need to go into the office at least one day a week to process / check claims via PIV card access.	
Watershed Department	Watershed Inspector	Water testing and sanitary inspections in an emergency that affected water supply and private wells / septic systems
	Watershed Assistant	
Weights & Measures	Depending on the nature of the pandemic this position could be considered "Non-essential" Must be physically present at the businesses in order to conduct W&M device testing	
Youth Bureau	Program Coordinator	Required to come into the office periodically for mail and other matters that cannot be handled remotely.

PROTOCOL FOR ENABLING REMOTE WORK/ TELECOMMUTING

The Schuylers County IT Department will be responsible for ensuring that all non-essential employees and contractors can accomplish their functions remotely to the greatest extent possible. The following protocol was developed and tested during the Coronavirus pandemic and will continue to be utilized for any future public health emergencies.

In 2019 the Schuylers County Legislature adopted *the Schuylers County Information Security and Computing Policies* [\\SCFS1\AllCounty\Manuals - Policies]. This policy provides information, security policies, standards, procedures to provide employees with a set of guidelines and policies that govern the acceptable use of County Information Technology assets. Additionally, the Schuylers County Legislature adopted an *IT Disaster Recovery Plan* which identifies the computer access requirements and software needs of each county department. The IT Department will use this Plan to determine the tools and resources a non-essential employee will need to work remotely.

Existing Assets to be Distributed:

- Hotspots or cell phones for staff that do not have Internet access at their remote location can be activated and distributed as needed by the IT Department in coordination with the Purchasing Department.
- The IT Dept will continue to purchase and deploy laptops for all employees that may require remote access in the future.
- The IT Department can also provide additional tech devices such as monitors and docking stations to make remote access easier and more convenient.

Policies and Procedures:

- The County has created and implemented an "Alternative Work Arrangement" policy to provide clear instructions on how to handle working from a remote location. This policy clearly defines what rules and expectations are for working remotely for both staff and management. This policy can be provided to any employee by their department head.
- Staff is required to use only a County-owned device to access County data from a remote location.
- VPN client will be installed on all County-owned laptops used for remote access.
 - A 2-factor authentication has been enabled for all VPN clients and increased licensing to cover additional remote staff.
- Instructions have been created for all remote staff on how to forward internal extensions to external devices such as cell phones. Additionally, the IT Department has configured a remote destination in our Cisco Call Manager for staff working remotely that need to have a cell phone ring in addition to their desk phone.
- The IT Department will continue to utilize Microsoft Group Policy to push needed software and applications to remote devices.
- The IT Department will install and utilize a mobile device management MDM client on all remote devices, which allows the IT staff to track devices and provide remote desktop access from the IT department to the staff member while they are working externally from our network.
- Each Department Head will establish a procedure within their department to ensure paper materials and mail to be distributed to employees working remotely as needed.

PROTOCOL FOR REDUCING DENSITY AT WORKSITES

Schuyler County Employees and Contractors are located with five separate county buildings, which allows for greater social distancing, and limits the risks to essential employees working within each of these buildings.

Schuyler County Court House [105 Ninth Street Watkins Glen, NY 14891]

Typical Work Hours: Monday- Friday 8:30am – 4:30pm

- Board of Elections
- Civil Service
- County Administrator
- County Attorney
- County Clerk
- Human Resources
- Legislature
- Planning
- Probation
- Public Defender
- Real Property
- Treasurer

Schuyler County Public Safety Building [106 Tenth Street Watkins Glen, NY 14891]

Typical Work Hours: Monday- Friday 8:00am – 5:00pm

- District Attorney
- Emergency Management
- Sheriff's Office

Schuyler County Human Services Complex [HSC] [323 Owego Street Montour Falls, NY 14865]

Typical Work Hours: Monday- Friday 9:00am – 5:00pm

- Department of Social Services [DSS]
- Purchasing
- Veterans Service Agency
- Youth Bureau
- Office for the Aging [OFA]

Schuyler County Mill Creek Center [106 South Perry Street Watkins Glen, NY 14891]

Typical Work Hours: Monday- Friday 8:00am – 4:00pm

- Mental Health
- Public Health

If state or local authorities decide there is a need for reduction in-office staff and increase social distancing measures within the workplace, Schuyler County will directly follow federal, state orders. In the event that there are no current federal or state orders for a reduction in density, the county will defer to the Alternative Work Arrangement Policy as adopted by Resolution 195 of the year 2020 which can be provided by the employee's Department Head.

Protocol for Reducing Density in Unique Departments

Several departments have formulated department-wide plans for the reduction of staff operating within the building.

County Clerk:

County Clerk and the Deputy County Clerk will remain responsible for the everyday operations of the County Clerk's office. The Principal clerk will be used as a float position between the Clerk's office and the DMV. All Non-Essential employees will be able to access and execute transactions remotely.

County Clerk [DMV]:

In the event a reduction of in-person workforce is required, staff will be rotated in shifts of two employees in the office per day. This would reduce office staff by half. Should an employee have a need to take time off they can be replaced by someone from the other shift, always keeping two employees in the office at one time.

Department of Social Services:

The Schuylers County Department of Social Services has created detailed unit plans to reducing in-office staff in the event there is a need for additional social distancing or staggered workdays. Employees should consult their department head for detailed instructions related to their department operations.

- Most staff can perform most parts of their jobs remotely as long as staff is available in the office to provide the documents to them. Due to staff needing to come into the office periodically all staff is considered essential [at least one day a week]. Staff will rotate per schedule designed by the supervisors to limit the number of staff in the office at one time. The Commissioner or designee will notify supervisors of changes in number of staff that can be in the office at one time. Some staff will only come in the morning while others will work in the afternoons to also help with decrease in staffing in the office.

Highway Department:

During the winter operations, in particular snow removal efforts, all staff is required to be a full capacity to accomplish duties. During the non-winter season, there is potential that the highway department can operate at 50% capacity.

Sheriff's Department:

- Deputy Sheriff's will handle as much as possible by phone calls. On complaints, they will ask people to exit buildings whenever possible and practice social distancing. PPE's will be utilized.
- If needed the Public Safety Building will close to all non-essential persons.
- Should the need arise Investigators and Deputy Sheriff's assigned to patrol will move to the Substation at Watkins Glen International to reduce personnel in the office.
- All Uniformed Staff work on different shifts 7am – 3pm, 3pm – 11pm and 11pm – 7am limiting the density at the worksite.

Probation:

- The Schuylers County Probation Department has created a detailed phased approach to reducing in-office staff in the event there is a need for additional social distancing or staggered workdays. Employees should consult their department head for detailed instructions related to their department operations.

Public Defenders Office:

Phase 1: 50% capacity [Two teams]

- Team 1: Mondays Wednesday and every other Friday
- Team 2: Tuesday, Thursdays and every other Friday
- On days not in the office work is done remotely

Phase #2: Full staff reduction

- Rotating schedule with one attorney in office and remaining staff working remotely. [phone rollover, laptops]

Public Health:

To reduce the density of staff working in-person, all essential staff have been provided computer equipment and VPN access necessary to conduct their job functions that must be conducted during the pandemic from a remote location.

- The Director of Public Health will work primarily from the Schuyler County office location while the Deputy Director will work primarily from the Yates County office location.
- The Watershed Inspector and the Watershed Assistant will rotate their schedule to allow for only one staff working in-person to conduct essential functions.
- Public Health Nurses and Public Health Specialists will be staggered with a portion working remotely each day.
- The support staff will be staggered with one-two working in-person to answer incoming phone calls. Fiscal functions that can be done remotely include approval of payroll and processing of vouchers.

Veterans Service Agency:

- The office will be open by appointment only. A log of appointments will be kept specifying the date and time of appointment and all in attendance.

PROTOCOL FOR PROCURING PPE

The use of personal protective equipment [PPE] to reduce the spread of infectious disease is important in 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 within 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:

- The Emergency Services Coordinator with assistance from the department heads will identify the need for PPE per department based upon job duties and work location.
- Procurement of PPE
 - Schuyler County will procure PPE per the *Schuyler County Purchasing Policies and Procedures Manual* as adopted by the Schuyler County Legislature on January 2, 2020. [This manual can be found here: \\SCFS1\AllCounty\Manuals - Policies]
 - 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 at least six months
- Storage of, access to, and monitoring of PPE stock
 - Schuyler County has space and capacity to store the required PPE within county facilities, in a manner which will prevent degradation, and provide immediate access to PPE in the event of an emergency
 - The supply of PPE will be monitored to ensure the integrity and to track usage rates

PROTOCOL FOR EMPLOYEE/CONTRACTOR EXPOSURE IN THE WORKPLACE

Schuyler County like all businesses is at risk of having an employee or contractor exposed to a known case of the communicable disease that is the subject of the public health emergency. County employees/contractors that identify as a close contact of a positive case or that are notified that they have tested positive must notify their immediate supervisor on the day of notification. If an employee receives this notification during onsite work duties, they will leave the workplace and go home after notification to their supervisor

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 within six feet with that person]:

- 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 NYSDOH/public health guidance for the communicable disease in question.
 - As possible, these employees will be permitted to work remotely during this time if they are not ill.
 - The employee must check in with their immediate supervisor each day to ensure these protocols are followed.
- NYSDOH guidelines for a public health emergency 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.
 - 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.
 - In-person interactions with the subject employee or contractor will be limited as much as possible.
 - Work areas in which the subject employee or contractor was present will be disinfected according to current NYSDOH/ public health protocol at least every hour, as practical.
 - The employee must check in with their immediate supervisor each day to ensure these protocols are followed

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

- 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.
- Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
- The department head in consultation with Public Health, Building and Grounds, and County Administrator to determine whether an area or office needs to be closed temporarily for deep cleaning.

- Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/public health guidance and have consulted with a healthcare provider.
- NYSDOH criteria for a public health emergency 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.
- The employee must check in with their immediate supervisor each day to ensure these protocols are followed

If an employee or contractor **has tested positive for the communicable disease** that is the subject of the public health emergency:

- Apply all of the steps outlined above for “an employee or contractor exhibits symptoms of the communicable disease”
- Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - NYSDOH guidance for a public health emergency 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. NYSDOH/public health guidance for the disease in question will be followed.
 - Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - See the section on Cleaning and Disinfection for additional information on that subject.
- Identification of potential employee and contractor exposures will be conducted
 - If an employee or contractor is confirmed to have the disease in question, Schuyler County Public Health or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act [ADA].
 - Apply the steps identified above, as applicable, for all potentially exposed personnel.
- The Schuyler County Public Health Department or the employee's local Health Department will be responsible for ensuring these protocols are followed

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

Cleaning and Disinfecting

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

- As possible, employees and contractors will clean their workspaces once a day, or as needed.
 - High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly or at the discretion of the Building Maintenance Supervisor.

- The Building and Grounds Department will be responsible for cleaning common areas, and the frequency of such
- Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water before 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 on cleaning products to ensure the safe and effective use of the products.

Schuyler County Policy for Leave regarding a Public Health Emergency

Public health emergencies are extenuating and unanticipated circumstances in which Schuyler County is committed to reducing the burden on our employees and contractors.

It is our policy that Schuyler County will directly follow federal and/or state orders should an employee be unable to work due to quarantine and/or experiencing symptoms and seeking a medical diagnosis.

In the event that there are no current federal or state orders for paid sick leave, the county will defer to the sick leave policies in the employee's respective bargaining unit contract or M/C handbook.

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 Schuyler County, and as such are not provided with paid leave time by Schuyler County unless required by law.

PROTOCOL FOR DOCUMENTING WORK HOURS, LOCATIONS AND OFF-SITE VISITS OF ESSENTIAL EMPLOYEES

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 Schuyler County to support contact tracing within the organization and may be shared with local public health officials.

Timecard System: All Schuyler County employees utilize the ADP Timecard system. With the exception of salaried positions all employees clock "in" and "out" throughout the workday.

Vehicle Log: A vehicle log will be kept in each vehicle for employees to complete once they are done using the said vehicle. The log will contain information about who was traveling in the vehicle and any stops that were made.

Protocol for Documenting Unique Departments

County Clerk

- Office visits by customers would be mandatory by appointment only. This would reduce the number of visitors in the office at one time as well as control the number of customers that a reduced staff served. These appointments will be logged taking note of not only the date and time of the visit but the names and phone numbers of all visitors in order to facilitate contact tracing should it be necessary.
- All transactions that do not require an in-person visit will be submitted by mail or through the drop-box.

Community Mental Health Services

This department utilizes a program called clinical Electronic Case Record [eCR] which is the best tool to keep track of services provided and staffing time. The program is set up in such a manner that one can quickly look at what staff is expected to provide what type of service. In order to aid in the tracking of the disease, the schedules provided would quickly show what staff was where to compare to a Public Health contact tracer.

Department of Social Services [DSS]:

Appointment records will be kept as well as a list of staff that are in the office daily with hours of office time.

Emergency Management Department:

Offsite hours and locations are typically the result of an emergency or response to an ongoing incident.

- Response to emergencies is tracked through our 911 Center and recorded in our dispatch CAD system. Other out of the office responses or visits are tracked by the Emergency Management Coordinator

Public Defenders Office:

- All attorneys and supervisors have access to all the attorney's calendars with client contact and court schedules. Courts maintain calendars with attendance records.

Real Property Tax Office:

- The office will be open by appointment only. A log of appointments will be kept specifying the date and time of appointment and all in attendance.
- Assessors doing fieldwork will be required to document which town they are reviewing, and any taxpayer contact they have.

PROTOCOL FOR IDENTIFY EMERGENCY HOUSING SITES 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 Schuyler County's essential operations.

If such a need arises, local school gymnasiums, the NYS Fire Academy, or local hotel rooms are expected to be the most viable options, Schuyler County will coordinate with the Schuyler County Emergency Management Office to help identify and arrange for these housing needs. This effort will be coordinated by the Schuyler County Emergency Management Coordinator with assistance from the Schuyler County Administrator, Schuyler County Public Health Director, and Schuyler County Human Resources Director.

PROTOCOL TO REPORT VIOLATIONS.

Any Schuyler County employee or contractor working for the county who believe or allege that there are violations of any provision of this plan are encouraged to report such violations to Human Resources. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. This form is also available on the Schuyler County Human Services Website of on the "A" Drive. Notice of Violation Forms can be submitted to the Schuyler County Human Resource Director.