

Warren County Board of Supervisors

RESOLUTION NO. 97 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

ADOPTING THE WARREN COUNTY PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

WHEREAS, the Governor of New York State signed Legislation Bill S.8617B/A.10832 which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease, and

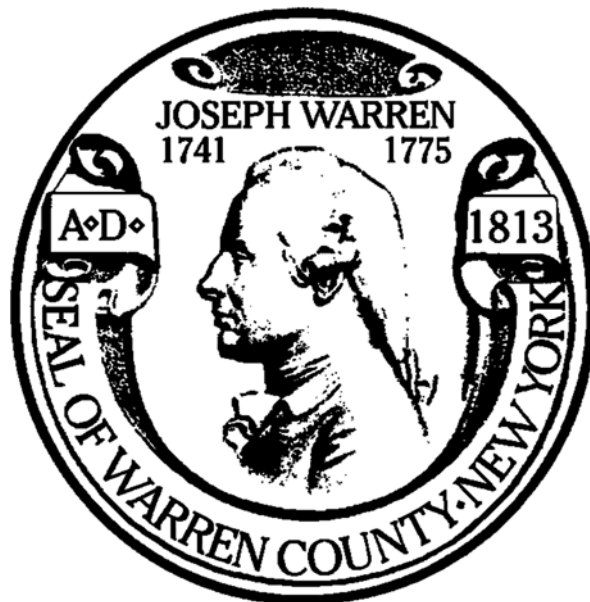
WHEREAS, the Self Insurance Administrator presented to the Personnel & Administration Committee the Warren County Public Employer Health Emergency Plan based upon the amended New York State Labor Law section 27-c, and

WHEREAS, the Personnel & Administration Committee has reviewed the plan and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Public Employer Health Emergency Plan annexed hereto, be and the same hereby is, adopted as the official Plan for Warren County.

Public Employer Health Emergency Plan

County of Warren



Approved by R____ dated ____ 2021

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

Promulgation

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 also been developed with the input of Civil Service Employees Association, Warren County Correctional Supervisors Association, Warren County Correctional Officers Association, Warren County Police Benevolent Association, Warren County Police Supervisors Benevolent Association, and Warren County Sheriff's Employees Alliance, 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 the County of Warren, 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.

Signed on this day: date

By: Rachel E. Seeber

Signature: _____

Title: Chairwoman, Warren County Board of Supervisors

Record of Changes

This plan will be reviewed on an annual basis by the Risk Management Steering Committee in consultation with each department.

Date of Change	Description of Change	Implemented by Name and Title

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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. This plan was developed to coordinate with and supplement the County's various existing Continuity of Operations Plans.

Scope

This plan was developed exclusively for and is applicable to the County of Warren. 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
- Utilizing signage from DPW and other sources to remind employees and visitors of fundamentals for reducing the spread of infection
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials
- A task force may be developed with appropriate representation to coordinate response based upon the current event.

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 Chairperson of the Board of Supervisors of the County of Warren, 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 Chairperson of the Board of Supervisors.

Upon the determination of implementing this plan, all employees and contractors of the County of Warren shall be notified by email, social media, website postings, postings in employee areas and any other means necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. County residents, visitors and other constituents will be notified of pertinent operational changes by way of email, social media, website postings and any other means necessary. Other interested parties, such as vendors, will be notified by phone, email and any other means necessary. The County Director of Public Affairs will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chairperson of the Board of Supervisors of the County of Warren in coordination with the Board of Supervisors, 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 Chairperson of the Board of Supervisors of the County of Warren, 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, the County of Warren 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 the County of Warren

The County of Warren 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 one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions that must be on site, with priority 4 identifying functions that are essential, but least among them. A determination of essential functions and essential personnel will be made based on current needs as the emergency evolves.

The mission essential functions for the County of Warren have been identified as:

Essential Function	Description	Priority
Information Technology	Maintain County network & server availability. Maintain and/or establish employee computer access to the county network and servers. Maintain telecommunications.	1
Board of Supervisors	Maintain the ability for Board/Committees to convene and for staff to notice and record such meetings.	1
Administration	Communications with all department heads and County Supervisors as well as outside agencies. Public Information Officer.	1
Payroll	Process employee payroll.	1
Operations – Facilities	Seasonal road and grounds maintenance, building and equipment maintenance, airport operations.	1
Fire Prevention & Building Code Enforcement	Conduct inspections of structures impacted by an emergency such as fire or explosion. Respond to fire and life safety complaints.	1
Social Services	Provide social service benefits	1

Health Services	Conduct homecare patient visits for those identified as immediate need. Conduct disease surveillance. Conduct emergency risk communication capabilities/access.	1
Office of Community Services	Provide timely access to children's case management services	1
Office of Community Services	Review access to children's services and supports w/in the community	1
Office of Community Services	Monitor service delivery for children with mental health needs	1
Office of Community Services	Manage of assisted outpatient treatment (AOT) services and court processes	1
Office of Community Services	Issue MHL 9.45 and 9.60 Emergency Removals ("Mental Health Pick-up Orders")	1
Office of Community Services	Issue 'Call Out', or instructions to the County Disaster Mental Health Team	1
Office of Community Services	Mobilize Disaster Mental Health Team "go kits"	
Public Safety/Law Enforcement	Maintain public safety, public safety answering point (PSAP) functions. Restore headquarters for law enforcement functions.	1
Emergency Services	Mobilize staff to respond to incident, i.e., open EOC, respond on scene. Keep Public Information officer update to date with response and recovery efforts.	1
Global Information Services	In support of a County Emergency Response	1
Court Services	Arraignment, Provide supervision to sentenced defendants/respondents per risk assessment level for defendants who score greatest risk and sex offender.	1
Adult Care Facility	Provide supervision, dietary needs, and medical care for residents.	1
Accounts Payable	Ensure payments to essential function vendors (utilities/contractors)	2
Accounts Payable	Ensure payment of DSS Abstracts/non-essential but time sensitive out of audits	2
Administration	Provide County-wide department support,	2
Permits	Issue demolition permits, Issue building permits, Issue Certificates of Occupancy, Completion, Compliance and Operating Permits, plan reviews	2
Self-Insurance	Ensure payments to injured workers and claims reporting to NYS WCB, Ensure payments to employees for non-work related injuries and illness, Perform various property & casualty insurance tasks	2/3
Communication	Maintain the ability to produce and distribute materials for meetings (agenda/resolutions)	2
Distribution of funds	Facilitate banking deposits and fiscal distribution of Funds (to NYS taxation & Finance, NYS V & T, NYS Dept. of State, US/Dept. of State, Warren County based on NYS law, Federal mandates, and county law).	2
Court Services	Provide services to crime victims, appear in court for a regular court appearance	2
Employee Time Keeping	Enter and update records to facilitate accurate payroll processing/time and attendance issues	2
Senior Services	Prepare and deliver HDM, congregate meals, process applications for services: setting up HDM, HEAP, Medicare, Medicaid, Home Services	2

Health Services	Conduct maternal child health program, Conduct Rabies/dog bite follow up, Maintain early intervention services/coordination, Conduct Health Supervision	2
Purchasing	Continue day-to-day operations to the best of our ability, i.e., drafting specifications, fielding questions from departments/towns/vendors	2
Public Safety/Law Enforcement	Restore Civil Division functions	2
Soil & Water Conservation Efforts	Inform and educate the public on soil and water conservation programs and assistance	2
Historical Archives	Protect and maintain the County Historical Archive which contains historical research, records, and items collected and managed by the County Historian.	3
Court Services	Perform motion and appeal work, Have investigatory and support staff up and running to handle phone calls and processing of cases.	3
Employment & Training Activities	Provide training services, provide consultations, conduct workshops, development employability plans, approve training requests and process training plans	3
Health Services	Coordinate therapy services	3
Real Property Tax Services	Perform all assessment/tax files & rolls/deeds/tax maps/sales net, Perform day to day operations	3
Public Safety/Law Enforcement	Restore Correctional Facility functions	3
Soil & Water Conservation Efforts	Develop plans and policies that support mitigation projects and efforts	3
Self- Insurance	Ensure employee safety and related tasks (higher priority during emergencies)	3/4
Court Services	Provide legal counsel to the indigent in both criminal and contested family court matters	4
Auditing	Oversee payments to all vendors	4
Board of Elections	Maintain list of all elected Warren County officials, including terms of office, Accept and log petitions necessary for an individual to be placed on the ballot, Receive and certify election results and make available to the public.	4
Civil Service Activity	Maintain employment histories (roster records), Process and document personnel transactions	4
Court Services	Vehicle and traffic offenders	4
Real Property Tax Services	Maintain tax foreclosure/postings/auction	4
Self-Insurance	Ensure payments to medical providers and other claims related expenses (must be restored within 45 days)	4
Tourism	Communicate with prospective visitors about the emergency at hand – social media, Communicate with local businesses about the emergency	4
Traffic Safety/Stop DWI	Ensure filing of New York State GTSC reports, contact with courts on fine collection, ensure payment of bills and office administration, maintain public education programs	4
Weights and Measures	Maintain presence in municipality marketplace	4

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. Additional positions may be deemed essential as determined by their respective Department Head in consultation with the Chairperson of the Board and County Administrator based upon current needs as the emergency evolves.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	As directed by department head	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Board of Supervisors	As needed	Most of these functions can be done remotely.
Administration	As needed	Most of these functions can be done remotely.
Payroll	As directed by department head	To maintain compensation to staff.
Operations – Facilities (DPW)	As directed by Department Head	Maintain buildings and grounds as needed for essential staff that are on site. Road maintenance as needed.
Fire Prevention & Building Code Enforcement	As directed by department head	Respond to fire and life safety complaints, ensuring safety of the buildings for essential staff that are on site.
Health Services	As directed by department head	Will be determined by department head as needed.
Public Safety/Law Enforcement	As directed by department head	Will be staffed appropriately to maintain public safety and law enforcement functions.
Emergency Services	As directed by department head	To respond on scene or open EOC, as incident warrants.
Human Resources & Civil Service	As directed by department head	For any essential service that requires work to be performed on site.
Court Services	As directed by department heads	For any function that would require in person contacts.
Office Community Services	As directed by department head	For any function that would require being on site to be performed.
Adult Care Facility	As directed by department head	For any essential service that requires work to be performed on site.
Social Services	As directed by department head	For any essential service that requires work to be performed on site.

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 public transportation.

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. Internet capable laptop
 - b. Necessary peripherals including cameras
 - c. Access to VPN, hot spots and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Authority to implement remote work protocols will come from the Chairperson of the Board of Supervisors. County Administration will notify each department head to implement remote work within their department as needed to maintain essential functions.

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 and/or alternate the assignment of business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the County of Warren will ensure that employees are compensated for 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

Authority to implement staggered shifts, flexible work schedules or compensatory time will come from the Chairperson of the Board of Supervisors. County Administration will notify each department head to implement staggered shifts within their department as needed to maintain essential functions.

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
- 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 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 at least six months
 - 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

Each department will maintain appropriate supplies based on appendix A.

Each department will obtain supplies from WB Mason, Staples, or any other source as approved by Warren County's procurement policy.

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 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 10 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. Warren County Health Services must be notified and the department head is responsible to ensure these protocols are followed.
 - 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. Warren County Health Services must be notified and the department head is responsible to ensure these protocols are followed.

- 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 visitors. 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. The County of Warren may 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; based on a recommendation from the CDC/public health officials and in accordance with collective bargaining agreements.
 - 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. Warren County Health Services must be notified when the employee or contractor is sent home and the department head is responsible to ensure these protocols are 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, Warren County Health Services or 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. Warren County Health Services must be notified when the employee or contractor is sent home or the positive test result is known and the department head is responsible to ensure these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/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 at least hourly.
 - b. The Director of County Facilities, is responsible for cleaning common areas, and the frequency of such
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

The provisions of the *Families First Coronavirus Response Act* providing requirements related to the COVID-19 pandemic, no longer apply as this act is no longer in effect due to expiration on 12/31/2020.

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 the County of Warren, and as such are not provided with paid leave time by the County of Warren, 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 County of Warren to support contact tracing within the organization and may be shared with local public health officials.

Each department will track their hours as approved by County Administration.

Housing 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 the County of Warren'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, the County of Warren will coordinate with the Warren County Office of Emergency Management to help identify and arrange for these housing needs. The Director of the Office of Emergency Services will be responsible for coordinating this.

End of plan, attach Appendix below.

Appendix A**Warren County Public Health Emergency Plan****Personal Protective Equipment (PPE)****Department Name:**

NYS Labor Law requires public employers to maintain personal protective equipment supplies used to reduce the spread of infectious disease in our workplaces. 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.

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.

1. Identification of PPE: List below the types and quantities of PPE and supplies needed to satisfy the requirement of the law.

Type of PPE	Description	Quantity to be on hand

2. Briefly describe where this PPE will be stored and how employees will access it:

3. Briefly describe who will monitor and replenish the supplies: