

Public Employer Health
Emergency Plan for the
**Town of East
Hampton**

Date of approved plan: 3/18/2021

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 been developed with the input of the Civil Service Employees Association, Patrolmen's Benevolent Association, and Superior Officers 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.

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As the Town Supervisor of the Town of East Hampton, 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: 4/12/21

By: Peter Van Scoyoc

Title: Town Supervisor

Signature: 

Record of Changes

Date of Change	Description of Change	Implemented by
4/7/21	Revise Exhibit C	Town Board

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.

Scope

This plan was developed exclusively for and is applicable to Town of East Hampton. 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.

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

Upon a public health emergency and therefore the determination of implementing this Plan, the Town Supervisor will notify and implement the Unified Incident Command, which will have the authority to direct all Town employees in furtherance of this Plan. All Town employees will be notified of pertinent operational changes in accordance with the organization chart attached here as **Exhibit A**. The Unified Incident Command 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 Town Supervisor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Positions

Please see **Exhibit B** attached to this Plan for a list of all essential and non-essential positions for the Town of East Hampton.

Essential employees are expected to be physically present at their work site throughout the duration of any state of emergency due to a public health emergency.

Non-essential employees are expected to work off-site during their regular work hours. The Town of East Hampton reserves the right to require non-essential employees to be physically present at the work site as needed or on an intermittent basis throughout the duration of any state of emergency due to a public health emergency.

It is important to note that Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, we recognize that the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of Town Justice Court.

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. The Information Technology Department will work with each Department Head to determine which non-essential employees need remote work capability before a state of emergency arises. **Exhibit B** denotes which employees currently have remote work capability.

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, or with a smaller group of employees. As possible, management will identify opportunities for staff to work outside core business hours or in limited teams as a strategy of limiting exposure.

Any Department Head wanting to implement changes to either the work hours or limiting teams must be authorized to do so by the Unified Incident Command. The Department Head must contact their Town Board liaison in accordance with the Unified Incident Command organizational chart, who will inform the Unified Incident Command and communicate to the Department Head whether the proposed change has been authorized.

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
- Gloves

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. At any given time, the Town may have additional PPE and cleaning supplies.

The cleaning supplies that may be needed include:

- Simple Green Pro Max 5
- 3M TB Quat
- Hand Sanitizer

The PPE and cleaning supplies are stored at the following locations:

- Custodial Closet

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. The Town currently has enough cleaning supplies for at least a four month period.

The Building Maintenance Supervisor has access to the Custodial Closet and is responsible for requesting additional PPE or cleaning supplies as needed. Anyone in need of additional PPE or cleaning supplies must contact the Building Maintenance Supervisor.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures to COVID-19 will be handled according to **Exhibit C** attached to this Plan. For any other public health emergencies, the Town will use the CDC guidelines and amend this Plan accordingly.

Cleaning and Disinfecting

The Town's protocols for cleaning and disinfecting are contained in **Exhibit D** to this Plan.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of East Hampton is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of East Hampton will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Town of East Hampton will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town of East Hampton will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Town of East Hampton, is unable to work due to a bona fide need for leave to care for a child whose school or child care

provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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 Town of East Hampton, and as such are not provided with paid leave time by the Town of East Hampton, unless required by law.

Documentation of Work Hours and Locations

The Town of East Hampton currently documents work hours electronically. In addition, during the COVID-19 pandemic, members of the public cannot enter Town buildings unless they have made an appointment. At each office, there is a paper sign-in sheet for visitors and Town employees from other departments.

Housing for Essential Employees

In the event that housing for essential employees is needed, Unified Incident Command will determine the best location for that housing, as required by law.

Exhibit A

**TOWN OF EAST HAMPTON
 COVID-19/ICS 207
 ORGANIZATIONAL CHART
 EFFECTIVE: 3/27/2020**

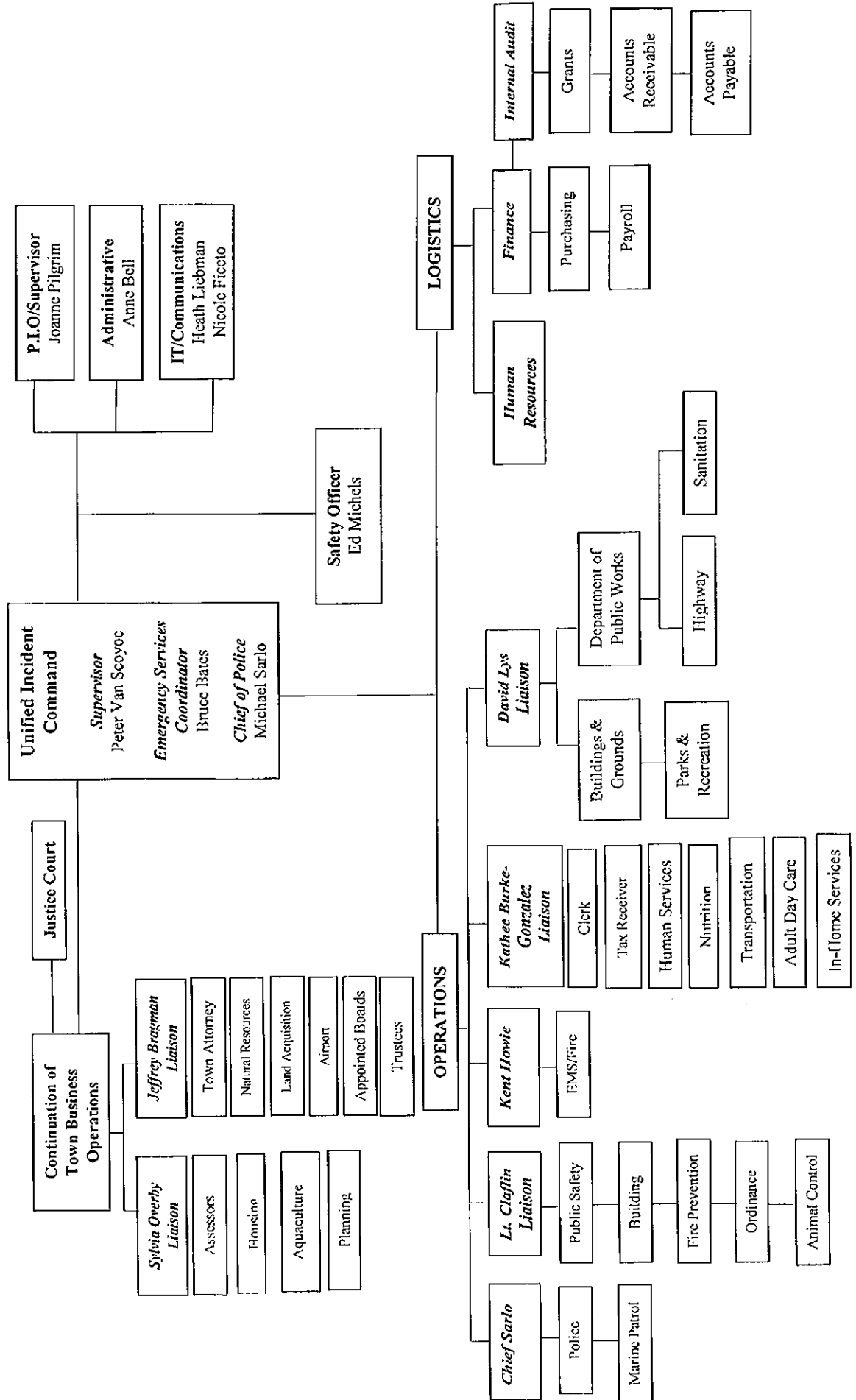


Exhibit B

Department	Position	Status	Remote Work Status
Town Board	Town Board Member	Non-essential	Enabled
	Town Board Member	Non-essential	Enabled
	Town Board Member	Non-essential	Enabled
	Town Board Member	Non-essential	Enabled
	Secretary Nature Preserve	Non-essential	Enabled
	Legislative Secretary	Non-essential	Enabled
	Legislative Secretary	Non-essential	Enabled
	Secretary Ethics Board	Non-essential	Enabled
Justice Court	Town Justice	Non-essential	Enabled
	Town Justice	Non-essential	Enabled
	Justice Court Clerk - Spanish Speaking	Non-essential	Enabled
	Justice Court Clerk - Spanish Speaking	Non-essential	Enabled
	Senior Justice Clerk	Non-essential	Enabled
	Senior Justice Clerk	Non-essential	Enabled
	Justice Court Clerk	Non-essential	Enabled
	Justice Court Clerk	Non-essential	Enabled
	Justice Court Clerk	Non-essential	Enabled
PT Court Officers (5)	Non-essential	NA	
Supervisor	Town Supervisor	Non-essential	Enabled
	Executive Assistant	Non-essential	Enabled
	Secretary (Asst. to the Supervisor)	Non-essential	Enabled
Finance	Town Budget Officer	Non-essential	Enabled
	Deputy Town Budget Officer	Non-essential	Enabled
	Senior Accountant	Non-essential	Enabled
	Accountant	Non-essential	Enabled
	Accountant Trainee	Non-essential	Enabled
	Personnel Assistant	Non-essential	Enabled
	Senior Account Clerk (split w/Purchasing)	Non-essential	Enabled
	Grants Analyst	Non-essential	Enabled
	Payroll Supervisor	Non-essential	Enabled
	Senior Account Clerk	Non-essential	Enabled
	Tax Receiver	Non-essential	Enabled
	Deputy Tax Receiver	Non-essential	Enabled
	Office Assistant (Split w/Town Clerk)	Non-essential	Enabled
	Senior Tax Cashier	Non-essential	Enabled
	Tax Cashier (Part Time)	Non-essential	Enabled
	Senior Purchasing Agent	Non-essential	Enabled
Purchasing Agent	Non-essential	Enabled	

Assessor	Assessment Review Board	Non-essential	Enabled
	Assessment Review Board	Non-essential	Enabled
	Assessment Review Board	Non-essential	Enabled
	Chair Board of Assessor	Essential	NA
	Assessor	Essential	NA
	Assessor	Essential	NA
	Principal Assessment Clerk	Essential	NA
	Assessment Assistant	Essential	NA
	Assessment Assistant	Essential	NA
	Senior Assessment Clerk	Essential	NA
	Assessment Aide	Essential	NA
	Real Property Recorder 1	Essential	NA
	Assessment Clerk	Essential	NA
Office Assistant (Part Time)	Non-essential	Enabled	
Town Clerk	Town Clerk	Non-essential	Enabled
	Deputy Town Clerk	Non-essential	NA
	Deputy Town Clerk	Non-essential	NA
	Deputy Town Clerk	Non-essential	NA
	Office Assistant (split position)	Non-essential	NA
	Office Assistant Spanish Speaking	Non-essential	NA
	Cashier	Non-essential	NA
	Part Time	Non-essential	NA
Town Attorney	Secretary	Non-essential	NA
	Town Attorney	Non-essential	Enabled
	Senior Assistant Town Attorney	Non-essential	Enabled
	Assistant Town Attorney	Non-essential	Enabled
	Assistant Town Attorney	Non-essential	Enabled
	Assistant Town Attorney	Non-essential	Enabled
	Paralegal	Non-essential	Enabled
	Paralegal	Non-essential	Enabled
Buildings and Grounds	Town Maintenance Supervisor	Essential	Enabled
	Town Maintenance Crew Leader	Essential	Enabled
	Building Maintenance Supervisor	Essential	Enabled
	Administrative Assistant	Essential	NA
	Maintenance Mechanic IV	Essential	NA
	Maintenance Mechanic III	Essential	NA
	Maintenance Mechanic III	Essential	NA
	Maintenance Mechanic III	Essential	NA
	Maintenance Mechanic II	Essential	NA
	Custodial Worker II	Essential	NA

	Custodial Worker I	Essential	NA
	Custodial Worker I	Essential	NA
	Custodial Worker I	Essential	NA
	Custodial Worker I	Essential	NA
	Custodial Worker I	Essential	NA
	Seasonal Employees	Essential	NA
Information Technology			
	Network Systems Administrator	Essential	Enabled
	Database Coordinator	Essential	Enabled
	Geographic Information Systems Manager	Essential	Enabled
	Geographic Information Systems Technician II	Essential	Enabled
	Office Applications Specialist	Essential	Enabled
	Network & Systems Specialist I	Essential	Enabled
Marine Patrol			
	Chief Harbormaster	Essential	NA
	Senior Harbormaster	Essential	NA
	Senior Harbormaster	Essential	NA
	Harbormaster	Essential	NA
	Harbormaster	Essential	NA
	Account Clerk	Essential	NA
	Waterways Maintenance Mechanic III	Essential	NA
	Waterways Maintenance Mechanic II	Essential	NA
	Seasonal Employees	Essential	NA
Animal Control			
	Town Public Safety Director	Essential	Enabled
	Assistant Director of Public Safety	Essential	Enabled
	Animal Control Officer II	Essential	NA
	Animal Control Officer I	Essential	NA
	Animal Control Officer I (Part Time)	Essential	NA
Superintendent of Highways			
	Superintendent of Highways	Essential	Enabled
	Deputy Superintendent of Highways	Essential	NA
	Maintenance Mechanic II	Essential	NA
	Secretary	Essential	NA
	Principal Office Assistant	Essential	NA
	Administrative Assistant (Part Time)	Essential	NA
Street Lighting			
	Electrical Services Supervisor	Essential	Enabled
	Maintenance Mechanic IV	Essential	NA

Adult Day Care

Adult Day Care Supervisor	Essential	NA
Home Health Aide	Essential	NA
Home Health Aide	Essential	NA
Home Health Aide	Essential	NA

Nutrition Program for Elderly

Associate Administrator	Essential	NA
Senior Citizen Program Supervisor	Essential	NA
Cook	Essential	NA
Cook	Essential	NA
Assistant Cook	Essential	NA
Assistant Cook	Essential	NA
Food Service Worker	Essential	NA
Assistant Senior Citizen Center Manager	Essential	NA

Human Services

Director of Human Services	Essential	Enabled
Case Manager Spanish Speaking	Essential	NA
Maintenance Mechanic II	Essential	NA
Account Clerk	Essential	NA

Recreation

Superintendent of Recreation	Non-essential	NA
Office Assistant	Non-essential	NA
Assistant Recreation Leader	Non-essential	NA
Assistant Recreation Leader	Non-essential	NA
Assistant Recreation Leader	Non-essential	NA
Seasonal Employees	Non-essential	NA

Parks

Labor Crew Leader	Essential	NA
Maintenance Mechanic III	Essential	NA
Maintenance Mechanic II	Essential	NA
Automotive Mechanic II	Essential	NA
Automotive Equipment Operator	Essential	NA
Laborer	Essential	NA
Seasonal Employees	Essential	NA

Town Trustees

Clerk of the Trustees	Non-essential	Enabled
Assistant Clerk of the Trustees	Non-essential	Enabled
Assistant Clerk of the Trustees	Non-essential	Enabled
Trustee	Non-essential	Enabled
Trustee	Non-essential	Enabled
Trustee	Non-essential	Enabled

	Trustee	Non-essential	Enabled
	Trustee	Non-essential	Enabled
	Trustee	Non-essential	Enabled
	Senior Office Assistant	Non-essential	Enabled
Aquaculture			
	Director of Aquaculture	Essential	Enabled
	Maintenance Mechanic I	Essential	NA
	Environmental Aide	Essential	NA
	Waterways Management Supervisor	Essential	NA
	Waterways Maintenance Mechanic II	Essential	NA
	Seasonal Employees	Essential	NA
Natural Resources			
	Environmental Protection Director	Non-essential	Enabled
	Assistant Environmental Protection Director	Non-essential	Enabled
	Senior Environmental Analyst	Non-essential	Enabled
	Environmental Technician (Part Time)	Non-essential	Enabled
	Environmental Analyst (Land Management)	Non-essential	Enabled
	Environmental Analyst	Non-essential	Enabled
In Home Services			
	Case Manager Spanish Speaking	Essential	NA
	Maintenance Mechanic (Part Time)	Essential	NA
	Senior Administrative Assistant	Essential	NA
	Community Service Worker	Essential	NA
	Homemaker	Essential	NA
	Homemaker	Essential	NA
	Homemaker	Essential	NA
Senior Handicapped Transport			
	Senior Citizen Bus Service Supervisor	Essential	NA
	Bus Driver	Essential	NA
	Mini Bus Driver	Essential	NA
	Mini Bus Driver	Essential	NA
	Mini Bus Driver	Essential	NA
	Mini Bus Driver	Essential	NA
	Mini Bus Driver	Essential	NA
	Mini Bus Driver (Part Time)	Essential	NA
Police			
	Chief of Police	Essential	Enabled
	Associate Administrator	Essential	NA
	Administrative Assistant	Essential	NA
	Administrative Assistant	Essential	NA

	Office Assistant Spanish Speaking	Essential	NA
	Senior Office Assistant	Essential	NA
	DARE Police Officer	Essential	NA
	Captain	Essential	NA
	Detective Sergeant	Essential	NA
	Detective (7 positions)	Essential	NA
	Lieutenant (3 positions)	Essential	NA
	Sergeant (9 positions)	Essential	NA
	Police Officer (42 positions)	Essential	NA
	Police Officer Academy	Essential	NA
	Police Officer Academy	Essential	NA
	Senior Traffic Control Specialist (Part Time)	Essential	NA
	Part Time/Seasonal	Essential	NA
	Public Safety Dispatcher II	Essential	NA
	Public Safety Dispatcher II	Essential	NA
	Public Safety Dispatcher I (11 positions)	Essential	NA
	Network Communications Specialist	Essential	Enabled
	Maintenance Mechanic III	Essential	NA
	Maintenance Mechanic III	Essential	NA
	Fleet Service Manager	Essential	NA
	Automotive Mechanic V	Essential	NA
	Automotive Mechanic IV	Essential	NA
	Automotive Mechanic II	Essential	NA
Building	Director of Public Safety	Essential	Enabled
	Assistant Director of Public Safety	Essential	Enabled
	Principal Building Inspector	Essential	Enabled
	Senior Building Inspector	Essential	NA
	Building Inspector	Essential	NA
	Building Inspector	Essential	NA
	Building Inspector	Essential	NA
	Administrative Assistant	Essential	NA
	Senior Office Assistant	Essential	NA
	Office Assistant	Essential	NA
	Office Assistant	Essential	NA
Fire Marshal	Chief Fire Marshal	Essential	Enabled
	Assistant Chief Fire Marshal	Essential	NA
	Fire Marshal II	Essential	NA
	Fire Marshal I	Essential	NA
	Administrative Assistant	Essential	NA
Ordinance Enforcement	Town Code Compliance & Emergency Management Administrator	Essential	Enabled
	Director of Code Enforcement	Essential	NA

	Ordinance Inspector Spanish Speaking	Essential	NA
	Ordinance Inspector Spanish Speaking	Essential	NA
	Ordinance Inspector Spanish Speaking	Essential	NA
	Ordinance Inspector Spanish Speaking	Essential	NA
	Ordinance Inspector	Essential	NA
	Ordinance Inspector	Essential	NA
	Ordinance Inspector	Essential	NA
	Ordinance Inspector	Essential	NA
	Ordinance Inspector (Part Time)	Essential	NA
	Ordinance Inspector (Part Time)	Essential	NA
	Senior Office Assistant	Essential	NA
	Office Assistant (Part Time)	Essential	NA
ZBA	Secretary	Non-essential	Enabled
	Sr. Office Assistant	Non-essential	Enabled
Planning Board			
	Senior Office Assistant	Non-essential	Enabled
	Secretary	Non-essential	Enabled
Planning			
	Planning Director	Non-essential	Enabled
	Assistant Planning Director	Non-essential	Enabled
	Chief Environmental Analyst	Non-essential	Enabled
	Senior Environmental Analyst	Non-essential	Enabled
	Environmental Technician	Non-essential	Enabled
	Environmental Aide	Non-essential	Enabled
	Administrative Assistant	Non-essential	Enabled
	Senior Office Assistant	Non-essential	Enabled
	Senior Planner	Non-essential	Enabled
	Planner	Non-essential	Enabled
	Planner	Non-essential	Enabled
	Planning Aide	Non-essential	Enabled
ARB			
	Office Assistant	Non-essential	Enabled
Housing & Community Development			
	Director of Housing	Non-essential	Enabled
	Community Development Housing Technician	Non-essential	NA
	Administrative Aide	Non-essential	NA
	Driver Messenger	Non-essential	NA
Highway General Repairs			
	Highway Maintenance Crew Leader	Essential	NA

Highway Construction Supervisor	Essential	NA
Highway Labor Crew Leader	Essential	NA
Labor Crew Leader	Essential	NA
Labor Crew Leader	Essential	NA
Automotive Equipment Operator (12 positions)	Essential	NA
Construction Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Heavy Equipment Operator (Part Time)	Essential	NA
Sign Painter I	Essential	NA
Laborer	Essential	NA
Laborer	Essential	NA
Laborer (Part Time)	Essential	NA

Highway Machinery

Highway Fleet Service Manager	Essential	NA
Automotive Mechanic III	Essential	NA
Automotive Mechanic I	Essential	NA
Laborer	Essential	NA
Heavy Equipment Operator	Essential	NA

Refuse/Recycling

Diesel Mechanic	Essential	NA
Maintenance Mechanic II	Essential	NA
Labor Crew Leader	Essential	NA
Labor Crew Leader	Essential	NA
Construction Equipment Operator	Essential	NA
Construction Equipment Operator	Essential	NA
Construction Equipment Operator	Essential	NA
Construction Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Heavy Equipment Operator	Essential	NA
Automotive Equipment Operator	Essential	NA
Sanitation Helper 3	Essential	NA
Sanitation Helper 3	Essential	NA
Sanitation Helper 2	Essential	NA
Sanitation Helper 2	Essential	NA
Sanitation Helper 2	Essential	NA
Scale Operator	Essential	NA
Senior Office Assistant	Essential	NA
Sanitation Helper	Essential	NA

Airport

Airport Director	Non-essential	Enabled
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Assistant Airport Manager	Non-essential	Enabled
Custodial Worker (PT 1 position)	Non-essential	Enabled
Principal Account Clerk	Non-essential	Enabled
Maintenance Mechanic II	Non-essential	Enabled

Land Acquisition

Director of Land Management	Non-essential	Enabled
Principal Environmental Analyst	Non-essential	Enabled
Senior Environmental Analyst	Non-essential	Enabled
Senior Environmental Analyst	Non-essential	Enabled
Administrative Assistant (Part Time)	Non-essential	Enabled

Exhibit C



TOWN OF EAST HAMPTON

159 Pantigo Road
East Hampton, New York 11937

PETER VAN SCOYOC
Supervisor

(631) 324-4140
pvanscoyoc@ehamptonny.gov

TO: DEPARTMENT HEADS

DATE: APRIL 7, 2021

RE: UPDATED COVID-19 PROTOCOLS

Purpose:

The Governor and state and federal agencies continue to update their guidance on the COVID-19 pandemic. In order to provide clarity, consistency and centralized procedures, the Town has created a COVID-19 response team. The response team will be responsible for overseeing the safety, compliance and leave issues related to COVID-19. Currently, the response team will consist of the Town's Safety Officer, Ed Michels; Personnel Assistant, Kathleen Rood; and Assistant Town Attorney, Thomas Crouch.

Procedure:

1. Department Heads are required to immediately notify Ed Michels of Town employees who either test positive for COVID-19, were possibly exposed, or are exhibiting symptoms. Ed will assess the immediate safety issues, and contact Kathleen and Thomas to determine the appropriate response, as detailed in the Policy section below. The Department Head shall not close the Department, send any Town employees for testing, or take any other responsive action, unless recommended to do so by the COVID-19 response team. The COVID-19 response team utilizes all guidance from the New York State Department of Health, Suffolk County Department of Health, and the CDC including but not limited to contract tracing.
2. Kathleen will then contact the Department Head and the affected Town employee regarding testing and leave, if necessary. At all times, the identity of any Town employee exposed or possibly exposed to COVID-19 shall be treated as confidential and private medical information.
3. If the COVID-19 response team determines that additional Town employees should be contacted and/or sent for testing, Kathleen will make appropriate arrangements. Ed will coordinate any cleaning or additional safety measures, if necessary. The COVID-19

response team utilizes all guidance from the New York State Department of Health, Suffolk County Department of Health, and the CDC including but not limited to contact tracing.

Mask, Temperature, and Health Assessment Protocols:

1. Town employees are required to wear masks at all times, unless in their workspace alone, or separated by at least six feet from any other Town employee or the public. Masks must be worn at all times in common areas or when moving about. A mask is defined as a double-sided cloth mask, a surgical mask, or an N-95 mask. Bandanas, gaiters, and other similar items are not considered masks under this definition. Masks with exhalation valves should not be worn.
2. Each work site will have a designated temperature monitor. The Town has issued thermometers that will be used for temperature. Town employees will have their temperature checked each work day. Please contact Ed with any questions regarding the calibration of the thermometers. If a Town employee has a temperature above 100.4, the Department Head must contact Kathleen, who will help the employee make COVID-19 testing arrangements. Employees who are sent for testing may receive COVID-related leave for time away from work.
3. Every employee must complete a health self-assessment daily before entering the workplace, and follow pertinent instructions on the assessment tool.

COVID-19 Leave Protocols:

1. A Town employee experiencing COVID-19 symptoms while at work should be sent home and speak to Kathleen to coordinate testing. The employee should also be told to quarantine until the test results come back.
2. A Town employee experiencing COVID-19 symptoms and who is aware that they have been in direct contact with someone who has tested positive for COVID-19 should not come to work. Direct contact is defined as having been within six feet of an infected person for at least 10 minutes.
3. If a Town employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time and is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of self-quarantine, and receiving negative results of a COVID test on day 5 or later of quarantine.
 - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift:
 - Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent

- with COVID-19.
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
 - Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
 - Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
 - Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 10 days after last exposure.
4. Town employees deemed “essential” who are experiencing COVID-19 symptoms or who have tested positive for COVID-19 must stay at home in isolation and should not return to work until at least 72 hours have passed since their symptoms resolved and they no longer have a fever (without the use of fever-reducing medicine). These employees should contact Kathleen regarding the appropriate leave allowance.
 5. Town employees deemed “non-essential” who have COVID-19 symptoms or who have tested positive for COVID-19 must stay at home in isolation and should not return to work until it has been at least 10 days since their symptoms first appeared, and they have received a negative COVID test result on day 5 of quarantine or later, or, if asymptomatic, 10 days from the day they received a positive test result, and after receiving a negative COVID test result on day 5 of quarantine or later, unless they are required to quarantine for a different period by order of an appropriate federal, state or local agency or by a health care professional. These employees should contact Kathleen regarding the appropriate leave allowance.
 6. “Essential” employees shall be those who are required to be physically present at the work site to perform their jobs. “Non-essential” employees shall be those who are not required to be physically present to perform their jobs, but can work remotely with no, or only occasional, on-site visits. This definition may be revised or superseded pursuant to state or federal mandates.

However, notwithstanding the definitions above, individual determinations may be made regarding the “essential” or “non-essential” status of an employee at a particular point in time. Department Heads should contact Kathleen at Human Resources regarding which protocol to follow. A determination will be made in conjunction with the Department Head.

7. Unless recommended by the COVID-19 response team, the fact that an employee believes they may have been exposed to COVID-19 and/or is seeking testing should not result in closure of the Department, office or work area. Similarly, other employees in the same Department, office or work location, if asymptomatic, should continue to report to work as scheduled. Unless an employee otherwise meets the requirements for COVID-19 related leave under federal or NYS law, employees seeking precautionary leave time in these situations must use their own appropriate accrued paid leave time, if any.

8. Notwithstanding the above protocols, for Town employees that have been fully-vaccinated and are asymptomatic following direct contact, there is no requirement to quarantine if the following conditions have been met:

- The employee is fully-vaccinated (i.e. greater than or equal to 2 weeks following receipt of the second dose of a 2-dose vaccine, or greater than or equal to 2 weeks following receipt of one dose of a single-dose vaccine); and
- The employee is within 3 months following receipt of the last dose in the series; and
- The employee is asymptomatic.

If these conditions are not all met, then the employee must quarantine as required above after direct contact.

COVID-19 Travel Restrictions and Protocols:

1. As of April 1, 2021, asymptomatic travelers entering New York from another U.S. state or territory are no longer required to test or quarantine. For those returning with COVID-19 symptoms or those who develop COVID-19 symptoms, please refer to the above protocols on quarantining and testing.
2. Town employees traveling internationally will still be required to quarantine for 7 days with a test 3-5 days after travel.

Upon receiving a request for international travel, the Department Head should contact their Town Board liaison immediately. The Town Board will consider these requests on a case-by-case basis. The Town Board has the following options regarding travel: (1) the Town Board may grant the vacation request and allow the Town employee to work from home at regular pay during their mandatory quarantine, particularly if their job functions could be done from home adequately; (2) the Town Board may grant the vacation request and require the Town employee to use COVID-related leave, if available, under the FFCRA¹ for 7 days during their mandatory quarantine; or (3) the Town Board may deny the request. If a Town employee is denied their travel request and subsequently travels internationally, they could be subject to disciplinary action.

The Town is committed to providing a safe workplace. This is a new and rapidly developing area, so the Town may update or change these policies and procedures from time to time. The Town reserves the right to depart from these procedures and policies where required by applicable law, order or guidance from an appropriate authority.

Please contact Kathleen Rood or Thomas Crouch if you have any questions regarding these policies and procedures, or their application in particular cases.

¹ Employees who are deemed essential are not eligible for leave under the FFCRA.

Exhibit D



Town of East Hampton

Buildings & Grounds Department

Protocol for Confirmed Viral Exposure in Office

This Protocol outlines the procedures to follow a confirmed case of viral exposure at a Town of East Hampton workplace, or how to deal with a confirmed viral exposure in the workplace. It is intended to provide all employees with the steps to be implemented to ensure the safe and thorough disinfection of the affected workspace. This protocol is a collaborative effort with Human Resources, Safety Service Responders, Affected Employees and Cleaning Staff.

According to the CDC, "*Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials.*" In an effort to safeguard all employees we will adhere to an estimated 72 hour "active" time frame. According to the New England Journal of Medicine, "*When the virus becomes suspended in droplets smaller than 5 micrometers (known as aerosols) it can stay suspended for about a half-hour, researchers said, before drifting down and settling on surfaces where it can linger for hours.*" To the best of their knowledge the virus is primarily transmitted through close contact with an infected person and secondary is contact with surfaces an infected person has come into contact with after coughing, sneezing etc. The best way to prevent the transmission is by following the CDC guidelines previously provided.

Should there be a confirmed case of Novel Coronavirus in our workplace, we are equipped to disinfect all non-porous surfaces including desks, counters, computers, phones, bathrooms etc. We do not currently have the ability to disinfect paper and will advise that all paper items exposed or potentially exposed should be handled with gloves for a minimum of the 72 hour "active" time frame. Paper documents including mail are essential in nearly all job functions, safely handling these items will be imperative in the event of exposure.

Immediate initial notification of a confirmed event should be made to the follow individuals:

-Ed Michels

-Tony Littman & Severo Kristofich – Buildings and Grounds

-Kathleen Rood – Human Resources

The following steps are to be taken by affected office personnel prior to decontaminating.

- 1) Employees remaining in the office will need to clear all papers and personal items from their desk and store in a box below the desk. (The cleaning products used can damage soft surfaces and paper items). The personal work spaces as well as counters should be clear of all materials that will not be sprayed. All shared workspaces cleared should be completed while wearing gloves.

- 2) Employees should continue to work, refraining from touching any paper that may have been touched by the confirmed employee without gloves.

At the first available opportunity the cleaning crew will be scheduled to decontaminate the entire office of the confirmed employee, the following are steps to be taken by the cleaning crew to complete the decontamination, (please note, these are the minimum steps that will be taken. The use of UVC Lights and additional decontamination will be utilized depending on scope and size of job):

- 3) Severo will mobilize the cleaning crew outside of the office and supervise the entire decontamination process.
- 4) Cleaners will put on all necessary PPE including: boot covers, Tyvek suits, gloves eye protection, and masks.
- 5) A solution of Simple Green d Pro-5 will be mixed with a 1:32 mixture. This will be done using a funnel, eye protection, and gloves.
- 6) Starting at the front of the office, all surfaces will be sprayed down. A saturated rag will be used to wipe the solution onto chair arms, electronic devices, keyboards, mouse, and phones. The crew will work its way throughout the main room and progress to each individual office finishing with the contaminated office/workspace. Please note, fabric chairs, carpets and paper and any porous surfaces/items cannot be sprayed.
- 7) The solution will be left on all items for 10 minutes, followed by a thorough wipe down of the solution.
- 8) At the completion of the area decontamination, a new disposal bag will be sprayed inside with the Pro-5 solution where all PPE items are to be placed from the cleaning crew.
- 9) The removal of the items will start with the boot covers (if not attached to suit), followed by removal of the suit, then removal of the mask, and finally removal of the gloves. It is imperative that all proper removal procedures are followed making sure that the clothing or skin inside the suit and gloves is never touched by the gloves.
- 10) All items will be placed one at a time inside the trash bag with the Pro-5 in it. After all items from all employees are inside, a second application of the solution will be sprayed into the bag to confirm decontamination
- 11) All employees from the cleaning crew will wash hands for a minimum of 30 seconds or use a hand sanitizer.
- 12) At the completion (approximately 30 minutes) employees are clear to return to the office/workspace and continue to follow the safety practices provided including safe paper handling during “Active” time frames.

The Buildings & Grounds Department will react as quickly and efficiently as possible to complete decontamination. We are committed to supporting our team, providing a safe and sanitary work environment to ensure the wellbeing of all to ease the fear arising from this unprecedented circumstance we are experiencing. The health and safety of all town employees is our priority and primary consideration. If you have any questions or concerns should be addressed to Chief Ed Michels or Severo Kristofich at Buildings & Grounds.