



TOWN OF HENRIETTA  
County of Monroe • State of New York  
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## Condition-Yellow (Medium Infection Rates) Policy for the Town of Henrietta

### Purpose

This Condition-Yellow Policy is for when there are medium infection rates in our area for infectious diseases such as COVID-19. The Town will continue to monitor infection rates and will adjust the policy condition level (“color”) accordingly, as well as incorporating any additional requirements based on any current mandates by the State, CDC or Federal agencies.

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Town of Henrietta encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees, regardless of the current condition level.

### General Health

As general guidelines, please monitor your health at all times. Should you have a fever, other COVID-related symptoms or general illness, please call your supervisor, do not report to work, and consult a medical professional, if necessary. Arriving at work when we are not feeling well is only jeopardizing your co-workers, our guests, and further exasperating your own illness. Should you begin feeling ill while at work, please contact your supervisor, leave work, and seek medical attention, if necessary.

The Town of Henrietta will ask the employee to immediately leave the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

### Facility Access

The Town public facilities, such as Town Hall, the Library, and the Rec Center, will be fully open to the public. Town support facilities, such as the DPW, will be on restricted access to the public.

## Vaccination Status

Employees are considered fully vaccinated two (2) weeks after completing a primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two (2) weeks after a single dose vaccine, such as Johnson & Johnson's vaccine, or two (2) weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary series. All employees are required to report their vaccination status and, if vaccinated will be required to provide proof of vaccination to the Safety Officer or the Human Resources Department. Should proof not be provided, employees will be considered to be unvaccinated.

## Masking

### Unvaccinated Employees:

The Town of Henrietta requires all employees who are not fully vaccinated to wear a face covering/mask when indoors in a location with other individuals or when occupying a vehicle with another person for work purposes. Masks must be worn at all times when working with the public (see below).

### Vaccinated Employees:

Employees who are fully vaccinated will not be required to wear a mask, unless they are dealing with the public (see below) or when occupying a vehicle with another person for work purposes. Wearing a mask for vaccinated employees is a personal choice and we respect that choice.

### Public Facing Employees:

All employees, regardless of vaccination status, will be required to wear masks when dealing with the public unless they are behind a plexiglass shield provided by the Town.

### Exceptions:

The following are exceptions to the Town of Henrietta's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.

### Mask Requirements:

Masks must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head.

Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Gaiters are not an acceptable face covering.

The Town will provide disposable three-layer surgical masks at no cost to the employee. Employee provided masks must meet the three-layer requirement to be worn while at work.

#### New Hires:

New employees will present documentation showing a full vaccination status or be required to wear masks as required for unvaccinated employees until proof of vaccination is presented.

#### The Public:

For short-term visits by the public, such as people coming in to pay a bill, submit a form, drop off plans, etcetera, we will operate on the honor system. Signage will state that those that are unvaccinated should wear a mask and that no mask is required if they are vaccinated. Again, we will respect those that choose to wear a mask.

For long-term visits by the public, such as participating in long meetings, sports activities, seminars, etcetera, we will require proof of vaccination, whether by showing their vaccination card or Excelsior Pass. If they cannot or choose not to share the required proof, then they will be considered unvaccinated and must wear masks per those requirements.

In the Recreation Center, unvaccinated members, guests, and program participants must remain masked at all times, except when actively participating in a sports or fitness activity. Masks must remain on when waiting to enter the program space.

Multi-day or multi-week programs begun under a higher condition level will continue the masking requirements of the higher condition level until the program completes as vulnerable individuals may have signed up on the condition of those higher masking requirements, unless relaxing to the new requirements is mutually agreed upon by the Town staff running the program and all program participants. However, a program begun under a lower condition level must switch to the higher condition level should that higher level start mid-program.

Child programs which fall under the guidelines of public schools, will abide by the policies in place by the State at the time.

## Social Distancing

Employees should continue to recognize social distancing guidelines. In-person meetings should be held in larger meeting rooms where people can comfortably sit at least six feet from each other. Do not congregate in work rooms, copier rooms or other small areas where social distancing is limited.

## Employee Notification of COVID-19 and Removal from the Workplace

The Town of Henrietta will require employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Monroe County Department of Health issues Orders of Isolation or Quarantine and such Orders must be followed. Upon receipt of a Health Order of Isolation for COVID-19 or Quarantine for COVID-19, submit to the Safety Officer, HR Director or Payroll Clerk. Per the New York State Paid Leave for COVID-19, the Town of Henrietta will provide up to fourteen (14) days of paid leave. It should be noted that employees will be subject to disciplinary action by the Town, up to and including immediate termination, for the falsification of an Order of Isolation or Quarantine or the events upon which the order is based.

The current Orders in effect are isolation for five (5) days following the date of your positive test or symptom onset, whichever is earlier. The Order will state the start date. If after five (5) days you have no symptoms or your symptoms are resolving, your isolation period shall end, and the Order will no longer be in effect. In such case, you must wear a well-fitting mask for five (5) additional days after the initial 5-day isolation, with the masking requirement remaining for at least ten (10) days from the start date of the Order. If symptoms have not subsided, the Order remains in place for an additional five (5) days. Please follow the Order as mandated by the State and County.

## Questions

Please direct any questions regarding this policy to the Town Supervisor, Town's Safety Officer or HR Director.