



TOWN OF HENRIETTA

County of Monroe • State of New York
475 Calkins Road, P.O. Box 999, Henrietta, N.Y. 14467
(585) 334-7700 • www.henrietta.org

STEPHEN L. SCHULTZ
Supervisor

CRAIG C. ECKERT
Deputy Town Supervisor

MILLIE C. SEFRANEK
LISA S. BOLZNER
M. RICK PAGE
JOSEPH D. BELLANCA JR.
Council Members

Condition-Red (High Infection Rates) Policy for the Town of Henrietta

Purpose

This Condition-Red Policy is for when there are high infection rates in our area for infectious diseases such as COVID-19. The Town will continue to monitor community metrics, such as weekly new cases per 100K population, weekly hospital admissions per 100K population, and percentage of ICU beds for COVID-19 cases, 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 our 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 immediately ask an employee to 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).

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.

Facility Access

The Town public facilities, such as Town Hall, the Library, and the Rec Center, will be open to the public, but access to high congregation areas may be limited. Town support facilities, such as the DPW, will be on restricted access to the public.

Masking

All employees, regardless of vaccination status, will be required to wear masks when interacting with other individuals, traveling together in vehicles, or in a location where they are in close proximity or sharing an office area in close proximity to other employees. In the shared office environment, if the employees are more than eight feet (8') apart, they may remove their masks while sitting at their desks. However, if another individual approaches their desk, they must put their mask back on, or if they get up and leave their desk, they must put their mask back on.

Board Members should sit at least six feet (6') apart at the dais or table whenever possible, and should be masked. A Board Member may pull down their mask to talk, but should immediately restore it when done talking, unless they are more than eight feet (8') apart from the nearest individual, in which case they may keep their mask down during the entire conversation. If anyone approaches the table or dais, they must restore their mask.

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.

The Public:

The public shall be required to wear a mask when entering Town facilities, including both short-term visits and for activities such as sports activities.

Exceptions:

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

1. When a person is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while a person is eating or drinking at an area that allows for it, or for identification purposes in compliance with safety and security requirements.
3. When a person is wearing a respirator or facemask or has another medical condition that precludes wearing a mask – a doctor's note indicating as much must be presented.

In the Recreation Center, members, guests, and program participants must remain masked at all times, except when taking a drink.

Child programs which fall under the guidelines of public schools will also follow these guidelines unless; however, if the public-school policies in place by the State require additional guidelines, those will be observed in addition to the guidelines listed here with the stricter guidelines being observed when conflicting.

Social Distancing

Employees must recognize social distancing guidelines, remaining at least six feet apart whenever possible. Virtual meetings should be encouraged. 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 the falsification of an Order of Isolation or Quarantine or the events upon which the order is based may be considered grounds for termination if discovered and proven.

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.