

Public Employer Health Emergency  
Plan for the  
**TOWN OF HENRIETTA**



February 24, 2021

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

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Record of Changes to Public Health Emergency Plan:

Date of Change	Description of Change	Implemented by
February 24, 2021	Adopted: Town Board Resolution #4-47/2021	Town of Henrietta

## 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 Communications Workers' of America Local 1170, 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 Town of Henrietta, 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: February 25, 2021

By: Stephen L. Schultz

Title: Henrietta Town Supervisor

Signature:



## 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.

### Scope

This plan was developed exclusively for and is applicable to the Town of Henrietta. 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 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 is crucial to maintaining our mission essential operations. We encourage all employees 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 Department Head or Human Resources immediately and go home. The Department Head or Human Resources will immediately notify the Safety Officer.
- 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
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### 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 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 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 that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Supervisor of the Town of Henrietta, 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 Supervisor.

Upon the determination of implementing this plan, all employees of the Town of Henrietta shall be notified by email, text or phone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The general public will be notified of pertinent operational changes by way of the Town's website and social media postings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Supervisor or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of Town of Henrietta, 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 Supervisor of the Town of Henrietta, 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 Town of Henrietta 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 and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Henrietta

The Town of Henrietta 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 a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions; functions that must continue to be carried out in order to keep the town operational and the public safe. Priority 2 are functions that are not as critical to the ongoing operations, but still have great importance, and may be continued based upon a variety of factors, including time sensitive need and the ability to carry out the function safely. All other functions will be reviewed and designated with a 3 or 4, meaning they are essential, but least among them.

The mission essential functions for Town of Henrietta have been identified as:

Essential Function	Description	Priority
Town Supervisor	Management of all Town operations.	1
Information Technology	Provides all hardware and software for the Town. Maintains the Town's network and phone systems.	1
Department of Public Works (DPW)	Maintaining roads and right of ways, seasonal maintenance, Town properties and emergency response.	1
Finance/HR/Payroll	Maintaining financial assets of the Town, cash disbursements for accounts payable, processing of payroll and dealing with employee issues/concerns.	1
Fire Marshal	Emergency responses.	1
Code Enforcement	Emergency responses.	1
Animal Control	Dangerous dog call-outs	1
Tax Receiver	Collection and processing of property tax payments (priority level is dependent on tax receipt schedule)	1 or 2
Town Clerk	Processing various licenses, permits. Hosting Town Board Meetings as deemed necessary.	1 or 2
Town Board	Legislative decision makers for major Town issues and authorizing voucher payments.	1 or 2
Building permits/site inspections	Review of plans, inspections as called for to ensure code compliance with existing projects	2

Plan review (new building permits)	Review and process new applications, including those deemed necessary through the Zoning and Planning Board application process.	2
Fire code inspections	Inspections to ensure compliance with code	2
Assessor	Maintain property assessments for properties within the Town	2
Recreation	Senior Center grab-and-go meal programs	2
Zoning / Planning Board	Hear and review applications from business and constituents for consideration	3
Court	Hearings, trials and arraignments. The priority is dictated by the Office of Court Administration.	n/a

## 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.

Essential Function	Essential Positions/Titles	Justification for Each
Town Supervisor	<ul style="list-style-type: none"> <li>Town Supervisor</li> </ul>	Management of all Town operations
Information Technology	<ul style="list-style-type: none"> <li>Director of IS</li> <li>Staff</li> </ul>	<p>The IT manager establishes all priorities for IT tasks and organizes staff.</p> <p>IT staff members provide support in setting up hardware and software, network management, and help desk support.</p> <p>Some monitoring of Town networks may be able to be done remotely.</p>
DPW - Management	<ul style="list-style-type: none"> <li>Commissioner of Public Works</li> <li>Superintendent of Highways</li> <li>Safety Officer</li> </ul>	Some of the monitoring of Town needs may be able to be done remotely, however, onsite needs for management and other issues will be necessary, especially with respect to emergency situations.
DPW – Snow/Ice Removal	<ul style="list-style-type: none"> <li>Foreman</li> <li>Highway staff</li> <li>All other DPW staff</li> </ul>	These are the employees that are responsible for snow and ice removal, including helping emergency response vehicles reach their destination in the winter. Therefore, they must be dealt with onsite.
DPW - Highway	<ul style="list-style-type: none"> <li>Foreman</li> <li>Highway staff</li> </ul>	These are employees that are actually maintaining the roadways and dealing with emergency responses. Therefore, they must be dealt with onsite.
DPW - Sewer / Drainage	<ul style="list-style-type: none"> <li>Foreman</li> <li>All staff</li> </ul>	These are employees that are actually maintaining the sewer and drainage systems and dealing with emergency responses. Therefore, they must be dealt with onsite.
DPW – Buildings and Grounds Maintenance	<ul style="list-style-type: none"> <li>Foreman</li> <li>All staff</li> </ul>	These are employees that are responsible for cleaning, sanitizing and maintaining the buildings and any Town properties that require maintenance. Therefore, they must be dealt with onsite.



Finance/HR/Payroll	<ul style="list-style-type: none"> <li>• Director of Finance</li> <li>• Payables</li> <li>• Payroll and HR</li> </ul>	<p>Some of the monitoring of Town financial transactions and HR issues may be able to be done remotely. However, the need for voucher entry, check runs, etc. will need to be completed onsite.</p> <p>Payroll functions may be able to be completed remotely, with the need to be onsite for various data, etc.</p>
Fire Marshal / Code Enforcement / Animal Control	<ul style="list-style-type: none"> <li>• Director of Building &amp; Fire Prevention</li> <li>• Fire Marshal</li> <li>• Asst. Building Inspector</li> <li>• Code Enforcement Officer</li> <li>• Animal Control Officer</li> </ul>	<p>In order to respond to any emergency situation, appropriate employees must report to the Town or the site of the potential incident.</p>
Tax Receiver	<ul style="list-style-type: none"> <li>• Town Clerk &amp; Tax Receiver</li> <li>• Deputy Tax Receiver(s)</li> <li>• Deputy Town Clerk(s)</li> </ul>	<p>During tax collection seasons, staff must be onsite in order to receive and process payments.</p>
Town Clerk	<ul style="list-style-type: none"> <li>• Town Clerk &amp; Tax Receiver</li> <li>• Deputy Town Clerk(s)</li> </ul>	<p>Some of the essential functions of the Clerk's office may be able to be done remotely. However, there are functions that would need to be completed onsite.</p>

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.

### 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 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
  - c. Access to VPN 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

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of Town government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Town employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

The Town of Henrietta will make decisions to have non-essential staff not report to their regular workplace depending on guidance given from State and County officials. If non-essential staff does not report to their regular workplace, Department Heads may continue to assign work responsibilities to be completed remotely. The Town of Henrietta has adopted a "Temporary Telecommuting / Work-at-Home Policy and Procedure" which outlines the procedures that must be followed to allow personnel to telecommute.

The Town Supervisor will make the initial decision to enact this plan, and authorize the Department Heads to implement the necessary activities and work assignments. The Supervisor and the Department Heads will coordinate with the Director of Information Services to ensure that all staff has the appropriate technology needs. Per the "Temporary Telecommuting / Work-at-Home Policy", any equipment supplied by the employee, if deemed appropriate by the Town, will be maintained by the employee.

### 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 as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Henrietta will ensure that employees are provided with 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
3. Approval of Department Head and Human Resources

The Supervisor and Department Head shall determine the appropriate scheduling based on the essential functions and the ability to perform the functions onsite versus remotely.

## 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. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns

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.

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 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 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

The procurement, storage, distribution and maintenance of PPE and cleaning supplies will generally be carried out under the supervision of the Supervisor and Safety Officer. The Recreation Departments and Library may also independently maintain their own stock of PPE and cleaning supplies as needed. Supplies will be kept in secured storerooms with limited access. These will be distributed on an as needed basis when requested by Department Heads. The Town will attempt to maintain a two (2) month supply of PPE and cleaning supplies on hand. The town may receive supplies from Monroe County, the State of New York or the Federal government, in addition to procuring supplies from outside vendors in accordance with Town purchasing policies.

## Employee Exposures, Cleaning, and Disinfection

### Employee Exposures

Employee 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 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 who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current 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. The Department Head, Safety Officer, and Human Resources must be notified of the exposure, and will ensure that 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 our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee, 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 will be limited as much as possible.
    - c. Work areas in which the subject employee 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. The Safety Officer and Human Resources, in conjunction with the Department Head, will evaluate the circumstances and ensure that these protocols are followed.
- B. If an employee or exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees 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 who exhibit symptoms outside of work should notify their Department Head 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 Town of Henrietta will 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; unless there is a recommendation from the CDC/public health officials to do otherwise.
  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. The Safety Officer, Department Head and Human Resources must be informed in these circumstances and are responsible for ensuring these protocols are followed.
- C. If an employee 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 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 exposures will be conducted
  - a. If an employee is confirmed to have the disease in question, the Supervisor, Safety Officer, Human Resources or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. Each department is required to screen and document any visitors, contractors, or other non-departmental staff who come into their building.
5. Contact tracing is performed by the Monroe County Health Department. They will direct Town officials on how to proceed and what actions and notifications need to take place, if necessary.
6. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work after testing positive, provided they remain symptom-free and additional precautions are taken to protect them, other employees, and our constituency/public. COVID-19 positive employees will only be called to work for emergency operations, such as snow and ice removal.
  - a. Additional precautions will include the requirement of the subject employee to be isolated, to wear appropriate PPE at all times to limit the potential of transmission, and to disinfect the work-site, equipment, etc. immediately upon use.
  - b. Work areas in which the subject employee is 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.
  - c. If at any time they exhibit symptoms, they are to contact their Department Head and leave.
  - d. The Safety Officer and Human Resources, in conjunction with the Department Head, will evaluate the circumstances and ensure that 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 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. Department Heads are responsible for ensuring that respective areas are cleaned during working hours per this policy.
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 Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Henrietta is committed to reducing the burden on our employees. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Henrietta have access to all paid and unpaid leave time as they are entitled under the Town of Henrietta's Employee Handbook and then current Agreement between the Town and C.W.A. Local 1170. The Town of Henrietta, may solely upon Town Board approval, provide additional paid or unpaid leave time to employees in the event of a public health emergency.

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 Henrietta, and as such are not provided with paid leave time by Town of Henrietta

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Henrietta to support contact tracing within the organization and may be shared with local public health officials.

Department Heads will be responsible to track and document the location of their employees in the event of activation of this plan. They may use whatever means are necessary to gather the information. Department Heads will be responsible to maintain said information until such time as requested from the Supervisor, Safety Officer or Human Resources.

## 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 Town of Henrietta'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 Town of Henrietta will

coordinate with the Monroe County Office of Emergency Management to help identify and arrange for these housing needs. The Supervisor or Safety Officer is responsible for coordinating this.

## Attachments

Temporary Telecommuting / Work-at-Home Policy and Procedure, adopted with this Plan.

## Appendix A

### Temporary Telecommuting / Work-at-Home Policy and Procedure

#### **Definition**

Telecommuting / Work-at-Home is an alternative for where work is performed (as distinct from when work is performed) that avoids the normal office commute. It does not change the nature of the work a Town employee is expected to perform or the hours in which an employee is expected to be working. Telecommuting offers the choice of working at home, conducted on defined part- or full- time basis. As shown immediately below, authorizing telecommuting/work-at-home arrangements come with a determination that they are cost effective and/or in the mutual interest of the Town and the employee, such as in the case of a public health emergency.

#### **Objective**

In the event of an emergency, public health crisis or pandemic, the Town of Henrietta may allow or require employees to temporarily work from home for extended periods of time to ensure business continuity along with preserving the health and safety of employees and our constituents. The Department Head and Town Supervisor make all decisions about telecommuting / work-at-home situations and the Department Head will communicate any requirements and stipulations with employees.

Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Town-wide benefit, and it in no way changes the terms and conditions of employment with Town of Henrietta.

#### **Procedures**

Telecommuting can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the Town. Every effort will be made to provide sufficient notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Employees must complete a Telecommuting Agreement in order to work from home. The Town of Henrietta will keep the signed agreement in the employee's personnel file.

#### **Eligibility**

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.



- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager, and weekly meetings to discuss work progress and problems.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process.

### **Equipment**

On a case-by-case basis, the Town of Henrietta will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the Town will be maintained by the Town.

Equipment supplied by the employee, if deemed appropriate by the Town, will be maintained by the employee. The Town of Henrietta accepts no responsibility for damage or repairs to employee-owned equipment. The Town of Henrietta reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Town is to be used for business purposes only. The telecommuter must sign an inventory of all Town of Henrietta property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of the temporary telecommuting period or termination of employment, all Town property will be returned to the Town, unless other arrangements have been made.

The Town of Henrietta will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Town of Henrietta will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. The Town of Henrietta will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the Town's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Town and resident and vendor information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

## **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Town of Henrietta will provide each telecommuter with a safety checklist that must be completed periodically. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the Town's workers' compensation policy. Employee's should report any injury sustained in the work environment immediately to their Department Head and the Safety Officer. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting agreement.

## **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Paychex timecard database @ <https://paychex.centernalservers.com/> . Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Employees are expected to:

1. Maintain high standards of productivity and performance
2. Accurately and promptly update time cards through the Paychex timecard database
3. Fill out daily work-from-home logs with work activities
4. Attend all virtual work meetings and keep schedules updated on Outlook
5. Be available for communication during approved work-from-home hours

## **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as a public health emergency. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Town.

## Telecommuting Agreement

The following constitutes an agreement between:

\_\_\_\_\_ and \_\_\_\_\_  
Employee Department Head

Both the manager and the telecommuter understand that home-based telecommuting is a bilateral voluntary option and can be discontinued at either's request with no adverse repercussions.

All work schedule flexibilities currently permitted may be continued in a telecommuting arrangement. Please identify the hours a telecommuter will work each day as well as the location.

FIRST WEEK:

SECOND WEEK:

Monday:

Monday:

Tuesday:

Tuesday:

Wednesday:

Wednesday:

Thursday:

Thursday:

Friday:

Friday:

### Assignments and Communication

This should include work assignments, agreements on checking voice mail and email or contacting the supervisor as well as the requirement for employees to come into the office as needed. If additional space is required, attach another sheet to the agreement.

### Length of Agreement

Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

### Duty Station

The address of the employee's official duty station is: \_\_\_\_\_

**SUPERVISOR CHECKLIST**

Supervisors should use the following checklist to ensure that telecommuting requirements are met and that covered employees understand the policies and procedures of the telecommuting program. After an item is completed, list the date on the line next to it.

1. Guidelines and outlining policies and procedures of the telecommuting program have been explained to the employee.  
Date Completed \_\_\_\_\_
2. The provisions governing premium pay have been explained to the employee including that they must receive the supervisory approval in advance of working overtime. Date Completed \_\_\_\_\_
3. Performance expectations have been discussed with the employee. Standards are in place and have been signed.  
Date Completed \_\_\_\_\_
4. Policies and procedures covering classified, secure and privacy data have been explained to the employee.  
Date Completed \_\_\_\_\_
5. The employee has been given the safety checklist which identifies safety and adequacy issues that employee should consider when working from home.  
Date Completed \_\_\_\_\_
6. Equipment issued to the employee has been documented and identified below, as applicable.  
Date Completed \_\_\_\_\_

	YES	NO
a. Desktop Computer	_____	_____
b. Laptop Computer	_____	_____
c. Modem	_____	_____
d. WiFi Internet Access Hotspot	_____	_____
e. Other	_____	_____

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

## Safety Checklist for Telecommuters

The following items must be checked before commencing a telecommuting arrangement, and periodically during work-at-home period.

#	General	Yes	No
1	Workspace is away from noise, distractions, and is devoted to your work needs?		
2	Workspace accommodates workstation, equipment, and related material?		
3	Floors are clear and free from hazards?		
4	File drawers are not top-heavy and do not open into walkways?		
5	Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?		
6	Temperature, ventilation, and lighting are adequate?		
7	All stairs with four or more steps are equipped with handrails?		
8	Carpets are well secured to the floor and free of frayed or worn seams?		
#	<b>Fire Safety</b>		
9	There is a working smoke detector in the workspace area?		
10	A home multi-use fire extinguisher, which you know how to use, is readily available?		
11	Walkways aisles, and doorways are unobstructed?		
12	Workspace is kept free of trash, clutter, and flammable liquids?		
13	All radiators and portable heaters are located away from flammable items?		
14	You have an evacuation plan so you know what to do in the event of a fire?		
#	<b>Electrical Safety</b>		
15	Sufficient electrical outlets are accessible?		
16	Computer equipment is connected to a surge protector?		
17	Electrical system is adequate for office equipment?		
18	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
19	Equipment is placed close to electrical outlets?		
20	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		
21	Equipment is turned off when not in use?		

<b>#</b>	<b>Computer Workstation</b>		
22	Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?		
23	Chair is adjustable?		
24	Your back is adequately supported by a backrest?		
25	Your feet are on the floor or adequately supported by a footrest?		
26	You have enough leg room at your desk?		
27	There is sufficient light for reading?		
28	The computer screen is free from noticeable glare?		
29	The top of the screen is at eye level?		
30	There is space to rest the arms while not keying?		
<b>#</b>	<b>Other Safety/Security Measures</b>		
31	Files and data are secure?		
32	Materials and equipment are in a secure place that can be protected from damage and misuse?		
33	You have an inventory of all equipment in the office including serial numbers?		
34	If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?		

Date Completed:

Employee Name:

Employee Signature:

Reviewed by: