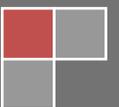


2021

Town of Lake George Pandemic Operations Plan

Response and Recovery Protocols

As required by New York State Labor Law Section 27-c



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1. Background

On Labor Day 2020, Governor Cuomo signed legislation which requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation can be found in New York State Labor Law Section 27-c, and serves partially as a response to the effects of the sudden onset of the COVID-19 pandemic in 2020. This Pandemic Operations Plan has been developed for the Town of Lake George, and includes both “Response” and “Recovery” operational plans, and adheres to all standards of the Pandemic Operations Plan required by NY LABOR § 27-c.

2. Pandemic Response Plan for Employees / Facilities

A. Legislative Response Protocols

In certain instances legislative action or directives can help to incorporate, implement or further a response to a pandemic or emergency. The Town Board, along with the designated Pandemic Response Coordinator, will implement any legislative response protocols. As part of this Pandemic Response Plan, Legislative Response Protocols for Pandemic or Emergency response will include but not be limited to:

- Declarations of local State of Emergencies (as needed),
- Declarations of local Emergency Orders (as needed),
- Enactment of the Pandemic Response and/or Recovery plans,
- Alterations to/and modifications of the response/recovery plan protocols, and
- Town Board or Town Supervisor press releases and website updates.

B. Response Protocol for Essential Employees in the Town Government

Essential employees are those whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the emergency response to a pandemic or emergency. Those essential employees for the Town of Lake George include:

- Town Clerk
- Town Comptroller
- Highway Supervisor and select Highway Staff (those required for emergency situations)
- Transfer Station Staff (those required to continue refuse collection operations as needed)
- Buildings and Grounds Supervisor and select Staff (those required for emergency situations and/or proper disinfection protocol)
- Town Court Staff (only if determined by New York State Unified Court System)
- Director of Planning and Zoning (Pandemic Response Coordinator)
- Code Enforcement Officer

Protocol for documenting hours and work locations for essential workers will include the same protocols used normally for documenting work hours, by time-clock for those who are required to utilize it. It is possible that during a response to a pandemic or emergency, even essential employees may be asked to reduce workforce to 50%, take off Fridays, or to stagger shifts to reduce “overcrowding”.

Possible work plans for essential employees would include:

CLERKS OFFICE

Staffing will be as follows: Staffing at 50%, staggered shifts, unless more is required to be done. Locked drop box to be established outside of the main entrance to Town Hall.

COMPTROLLER OFFICE

Staffing will be as follows: Staffing at 50%, staggered shifts, unless more is required to be done. All payroll and financial aspects of the Town will continue with no disruption.

COURT OFFICE

Follow direction from NYS Office of Court Administration. It is assumed the court should be postponing all non-essential functions until further notice. Staffing will be as follows: 50%, staggered shifts.

DPW/HIGHWAY/TRANSFER STATION

The Transfer Station will operate its normal hours of business on 5 days a week with three staff, rotating and staggered. Highway will reduce and rotate all of staff in order to work equal hours while maintaining all highway and transfer station needs. All staff will be on an “on call, as needed” basis.

BUILDINGS/GROUNDS

Staffing at 50%, staggered shifts, except for those positions required for daily disinfection during a Pandemic, or those positions required for emergency situations. Supervisor will handle all scheduling to make sure all operations are being met as well as all staffing is equally distributed.

PLANNING & ZONING OFFICE

Planning & Zoning Director (Pandemic Response Coordinator) will work as required to handle all pandemic response and coordination duties, but will attempt to work 50% and the remaining time remotely. Code Enforcement will work as required to handle all enforcement duties, but will assume a 50% workforce rate.

C. Response Protocol for Non-Essential Employees in the Town Government

Non-essential employees are any persons who do not need to be physically present to perform their job functions, or are not currently required to meet the core functions of their agency or authority during the response to a pandemic or an emergency. Those non-essential employees for the Town include:

- Town Deputy Clerk / Town Deputy Comptroller
- Select Highway Staff (those not required for emergency situations)
- Select Buildings and Grounds Staff (those not required for emergency situations and proper disinfection protocol)
- Town Assessor (unless otherwise determined by New York State)
- Planning and Zoning Clerk
- Highway Department Clerk
- Secretary to the Town Supervisor
- Seasonal Staff (lifeguards, landscaping, recreation)
- Youth Commission

During a formal response to an emergency or pandemic, all non-essential employees will either be reduced in workforce by 50% and take off Fridays, or to stagger shifts to reduce “overcrowding” (unless otherwise directed by New York State), or asked to work remotely in lieu of working at their normal locations. Non-essential employees will not be charged accruals during this time if asked to reduce to 50%. Non-essential employees should be directed to do their work from home, to the best extent practicable. While at home, these employees may be assigned work outside of their normal duties.

Protocols to follow to enable all non-essential employees to work remotely will include requiring submission of a timesheet to the Town Comptroller for hours worked off-site, setup and possible utilization of a VPN connection to connect to the Town Servers (as needed), and the utilization of a portable laptop for off-site work (as needed).

Possible work plans for non-essential employees would include:

CLERKS OFFICE

Described above under Essential Employees.

COMPTROLLER OFFICE

Described above under Essential Employees.

COURT OFFICE

Described above under Essential Employees.

DPW/HIGHWAY/TRANSFER STATION

Described above under Essential Employees.

BUILDINGS/GROUNDS

Described above under Essential Employees.

ASSESSOR OFFICE

All scheduled and future meetings/appointments will be conducted electronically or via the phone. Assessor will reduce work schedule to 50%, or work remotely as much as possible, and schedule is to be determined based on needs/appointments.

SECRETARIAL STAFF

Secretarial Staff for the Town Supervisor, the Town Highway Department and the Planning and Zoning Department will follow 50% staffing if not working remotely.

SEASONAL STAFF

Workforce for seasonal recreation and season facilities may not be needed during a pandemic or emergency. Buildings and Grounds Supervisor to determine any staffing required, if any.

YOUTH COMMISSION

All Youth Commission activities would be postponed until future notice under a pandemic or emergency.

D. Response Protocol for Government Buildings and Facilities

Town Buildings will continue their normal operating hours for essential and non-essential staff, as needed and directed by the Town Board. The Town Buildings will all be closed to the public, and outdoor drop box's utilized. The following protocols will be followed:

- Every effort will be made to maintain the recommended six foot social distancing required during a pandemic
- Employee gatherings that violate recommended social distancing are prohibited.
- During a pandemic, in accord with the Centers for Disease Control and Prevention (CDC), employees who have symptoms of acute respiratory illness are recommended to stay home and not come into work until they are free of fever (100.4 F or greater using an oral thermometer), sign of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

For people that mandate to enter buildings for an essential service:

- Town Security will account for the visiting public; in that each person attending will be documented, this includes the following: name, destination, and time entering and leaving.
- During pandemics, staff security will visually observe persons entering the building; Fever, cough, difficulty breathing or shortness of breath or bluish lips or face may be symptoms of any contagious disease or virus. At a distance of 6 feet, security will interview the suspect. If, through observation and interview, it is determined that the visitor may be ill, they will be asked to leave the premises.

Screening questions:

- Do you have a fever and/or respiratory symptoms, like a cough or difficulty breathing?
- Did you travel outside the US in the last 14 days?
- Did you have contact with someone with possible COVID-19 in the past 14 days?

CLERKS OFFICE

- Will continue to collect taxes & process death certificates. One must call the clerk's office at 518.668.5722 ext 2 and make an appointment.
- Food pantry will remain open but the Town will provide pre packaged grocery bags to avoid the public coming into the building.
- All other non essential business will discontinue until further notice.

COURT

Follow direction from NYS Office of Court Administration. It is assumed the court cases, including all non-arraignments, should be postponed and considered non-essential functions until further notice.

HIGHWAY DEPARTMENT

- Break room meeting and other potential group gatherings/occasions will be limited to less than 3 people at a time, and during pandemics, all must follow social distancing protocols.
- One person per vehicle only.
- Highway Department Buildings are closed to the public.
- Masks to be worn when with public or cannot socially distance within department

BUILDINGS/GROUNDS

- Usher Park & Diamond Point Beach are closed until further notice
- Senior Center is closed until further notice
 - Senior Outreach program will be instituted and developed in next few days
- Courthouse building hours will be limited

ASSESSORS OFFICE

- Schedule appointments as needed, although attempt to handle meetings and/or duties remotely or digitally

PLANNING AND ZONING

- Will have an established drop box outside the entrance on the 2nd floor.
- Walk-ins will not be allowed into the Planning & Zoning office and any inquiries, plan/permit review will be done digitally or via phone.

3. Pandemic Recovery Plan for Employees / Facilities

A. Legislative Recovery Protocols

Following legislative action or directives in response to a pandemic or emergency, it is likely that a “recovery” of those protocols may be necessary. The Town Board, along with the designated Pandemic Response Coordinator, will implement any “Recovery” protocols, with assistance from the Human Resources staff and the Town Clerk’s office. As part of this Pandemic Response Plan, Legislative Recovery Protocols for Pandemic or Emergency response will include but not be limited to:

- Rescinding or expiration of Declarations of local State of Emergencies (as needed),
- Rescinding or expiration of Declarations of local Emergency Orders (as needed),
- Cessation of use of the Pandemic Response and/or Recovery plans,
- Alterations to/and modifications of the response/recovery plan protocols,
- Adopting local laws to address deficiencies in response/recovery plans and protocols, and
- Town Board or Town Supervisor press releases and website updates.

B. Recovery Protocols for Employees and Government Buildings/Facilities

The overall goal of this recovery protocol is to phase back into regular times and workforce following a pandemic or emergency. The proposed recovery protocols are broken out into phases and cover both employees and facilities, and will have to coincide with New York State or Federal mandates, as well as

meeting the requirements set on the municipality by any other regulatory agency. The Courts will continue to follow the NYS Unified Court System for daily operations/protocol.

PHASE 1 *Effective following any pandemic or emergency response*

50% workforce, Mon-Friday

Following the initial response to any pandemic or emergency, and at the onset of the “recovery” protocol, the Town will go to a Mon-Friday work week and all employees will work approx 2.5 days a week. Will encourage working from home when possible & staggering all shifts. Buildings will remain closed to the public. The public can make arrangements for the Food Bank and to pick up masks while supplies last. No public meetings. Transfer station will continue to operate at full hours, as needed, tickets are for sale on-site only. Drop boxes for paper submissions/drop off still located at main door to Town Hall and main door located in Planning & Zoning. The Senior Center, parks and town beaches will still be closed to the public at this point. Employees will wear masks in buildings, socially distance themselves, and a mask will be worn at all times when dealing with the public.

PHASE 2 *Effective following a reasonable time period of Phase 1 protocols*

75% workforce, Mon-Friday

The Town will continue a Mon-Friday work week and all employees will work approx 3.5 or 4 days a week. Will encourage working from home when possible & staggering all shifts. Buildings will remain closed to the public. The public can make arrangements for the Food Bank and to pick up masks while supplies last. No public meetings. Transfer station will continue to operate at full hours, ticket sales still on-site. Drop boxes for paper submissions/drop off preferred. The Senior Center will still be closed while the town’s parks will be open on a limited basis (no events) with social distancing if approved by New York State. Usher Beach and DP Beach will be closed to swimming. Employees will continue to wear masks in buildings and with public, and practice social distancing.

PHASE 3 *Effective following a reasonable time period of Phase 2 protocols*

100% workforce, Mon-Friday, limited public

All staff will be required to work their normal schedules in Phase 3. Employees will continue to wear masks in buildings and practice social distancing. Town Buildings can now be open to the public for limited service, but visitors will be screened at the door, required to wear a mask and must have an appointment. Plexiglass guards will be added as an extra safety precaution to the Clerk’s Office & Planning & Zoning office. Meetings will be limited to 1 on 1 basis. Transfer station tickets will be sold once again at the Clerk’s office. Drop boxes outside Town buildings will no longer be necessary, but may continue to be utilized as needed. The Senior Center is still closed at this time but the Town parks will be open on a limited basis following all social distancing guidelines which includes masks when necessary, no events & no contact sports. Beaches will be open at this time if allowed by New York State.

PHASE 4

Normal operations, with safety measures

Everything at the Town of Lake George will be back to normal working conditions except continuing to practice social distancing and safety measures when needed. The use of masks when in groups, spacing apart when seated, and keeping meetings to limited capacities will be maintained. The Senior Center can be opened as needed as well as the use of the Senior Transportation Bus at this point with the proper safety measures in place. The possible use of renting pavilions at Usher's Park may resume at this time along with the use of outdoor basketball courts etc. after the proper assessment of risk and the State of New York authorizes such activities. Summer Youth Program and beaches will be open at this time if allowed under New York State's guidelines.

4. Response and Recovery Protocol for Public and Open Meetings

All "public/open" meetings will be held via videoconference software during a pandemic or emergency situation, and based on authorization from New York State. This includes Town Board meetings, Planning Board Meetings, Zoning Board of Appeals Meetings, Consolidated Board of Health meetings, and Assessment Board of Review meetings.

For those scenarios where in-person meetings are appropriate, capacities will be capped at 50% of the occupancy limits set on the structures by Warren County Building Codes and Fire Prevention. All attendees of the meetings will require to socially distance within their chairs (spaced 6' apart) if not separated by a physical barrier, and wear facemasks when required in the event of a communicable disease/virus pandemic.

Following the time when the pandemic or emergency ends, in-person meetings with full capacities can resume. It is possible that at this time protective measures and face coverings will still be required.

5. Response and Recovery Protocols for Personal Protection Equipment

During a pandemic of a communicable disease or virus, the Town of Lake George will provide any and all personal protective equipment (PPE) required to be used by Town employees while at Town buildings and offices, including but not limited to provision of personal facemasks. Any other PPE required to be worn by any staff of the Town will be provided throughout the term of the pandemic or emergency response, and will continue to be provided afterwards, as needed.

During an emergency, natural or otherwise, any PPE that may be required by either Town Highway or Town Buildings and Grounds staff will be provided to the staff that may require it, by the Town, at no cost to said staff.

6. Response and Recovery Protocol for potential Exposure to Disease

For any employee that may have been exposed to a communicable disease, the Town Board and the Pandemic Response Coordinator will conduct contact tracing of said employee in regards to potential further exposure at the workplace.

If no additional exposure exists beyond the first employee exposure, that employee will be asked to stay home and quarantine for the required time frame as directed by New York State or the CDC.

If additional exposure in the workplace is found to have occurred from the first exposure, any and all contacts found during the tracing will need to stay home and quarantine for the required time frame as directed by New York State and the CDC, and the buildings will be properly sanitized right away.

If more than two staff persons of the Town are exposed to a communicable disease at one time, all Town Buildings and offices will close for the same amount of time as required by New York State and the CDC for quarantine from an exposure. In that time frame, essential employees will be asked to work remotely, and the Town Buildings will be properly disinfected and sanitized daily.

7. Protocols for Emergency Housing Needed

For any essential employees requiring ancillary or emergency housing, the Pandemic Response Coordinator will work with the Town Board and Warren County Public Health and/or Warren County Social Services to find emergency housing for them within 24 hours.

8. Other State Required Protocols

Any other requirement determined by the New York State Department of Health, such as testing and contact tracing, will be adhered to by the Town.