

# Public Employer Health Emergency Plan

## GREENLAWN WATER DISTRICT

March 24, 2021

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



## Promulgation

This plan has been developed by and for Greenlawn Water District ("Greenlawn Water District" or the "Water District") pursuant to and in accordance with New York State Labor Law Section 27-c.

This plan has been developed with the input of Long Island Public Service Employees Union Local 342, as required by the New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Water District or its 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 to 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.

The undersigned hereby attests that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law Section 27-c, to address public health emergency planning requirements.

Signed on this day: March 24, 2021

By: Robert Santoriello

Title: Superintendent

Signature: \_\_\_\_\_



## Record of Changes

Date of Change	Description of Change	Implemented by

# Table of Contents

Promulgation .....	1
Record of Changes .....	2
Purpose, Scope, Situation Overview, and Assumptions .....	4
Purpose .....	4
Scope .....	4
Situation Overview .....	4
Planning Assumptions.....	4
Concept of Operations.....	5
Mission Essential Functions.....	6
Essential Positions .....	7
Reducing Risk Through Remote Work and Staggered Shifts .....	8
Remote Work Protocols.....	8
Staggered Shifts .....	8
Personal Protective Equipment .....	9
Staff Exposures, Cleaning, and Disinfection .....	9
Staff Exposures .....	9
Cleaning and Disinfecting .....	11
Employee and Contractor Leave.....	12
Documentation of Work Hours and Locations .....	12
Housing for Essential Employees.....	12

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with New York State Labor Law Section 27-c, which was amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, and which 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 Greenlawn Water District. This plan is pertinent to a declared public health emergency in the State of New York which may impact the Water District's operations and is promulgated in the interest of the safety of the District's elected officials, employees, contractors and consumers, and to secure the continuity of the Water District's operations.

### 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 to support continued resilience of the Water District's operations to address a continuation of the spread of this disease or other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of the Water District's elected officials, employees and contractors is crucial to maintaining its mission and essential operations, and all are encouraged 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, countertops, door handles and other frequently touched surfaces;
- Practicing social distancing whenever possible;
- If feeling ill or feverish, notifying a supervisor immediately and go home;
- If starting to experience coughing or sneezing, stepping away from people and food (coughing or sneezing be into the crook of the arm or a tissue, the latter of which should be disposed of immediately);
- Cleaning and disinfecting workstations at the beginning, middle, and end of each shift;
- Following 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 approval. The plan was developed in response to 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 the Water District's elected officials, employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact the Water District's operations.
- Impacts of a public health emergency will take time for the Water District to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and the Water District's consumers expect the Water District 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 and other third-party suppliers), 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 elected officials including the governor.
- Pursuant to New York State Labor Law Section 27-c, and "essential employee" is defined as a public employee or contractor that is required to be physically present at a work site to perform his or her job, and "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 his or her job.

## Concept of Operations

The Board of Commissioners and the Superintendent of the Water District and their designees hold 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 Board of Commissioners and the Superintendent.

Upon the approval of this plan, the plan will be posted in one or more clear and conspicuous locations at the office of the Water District, and on the Water District's website. Other interested parties, such as contractors and vendors, will be notified by phone and/or email as necessary. Greenlawn Water District office staff will maintain communications with the public and consumers as needed throughout the implementation of this plan.

The Board of Commissioners and the Superintendent of the Water District, and their designees, 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 Board of Commissioners and the Superintendent of the Water District will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, Greenlawn Water District 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, contractors, and consumers;
2. Provide vital services;
3. Provide services required by law;
4. Sustain quality operations; and
5. Uphold the core values of Greenlawn Water District.

Greenlawn Water District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, other activities may be suspended to enable the Water District to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore full operations. Appropriate communications with employees, contractors, consumers, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function;
- Interdependency of one function to others; and
- The recovery sequence of essential functions and their vital processes.

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Greenlawn Water District have been identified as:

Essential Function	Description	Priority
<b>PUBLIC WATER SUPPLY</b>	<b>Physical monitoring and maintenance of all well sites, the distribution system, and the SCADA system by the Superintendent, licensed Plant Operators and field personnel to ensure uninterrupted delivery of potable water to consumers</b>	<b>1</b>
<b>SYSTEM MONITORING, WELLS/DISTRIBUTION SYSTEM</b>	Collect and have laboratory analysis done of all samples for water quality to maintain compliance with all required monitoring of federal, state and local public health agencies	1
<b>BILLING</b>	<b>Gathering meter readings from field personnel, downloading same to billing software in order for office staff to generate and mail bills to consumers to maintain revenue stream necessary to conduct operations</b>	<b>1</b>
<b>FIELD CREW</b>	Maintenance and repair of distribution system leaks (including water mains breaks, hydrants, service lines)	1

OFFICE ADMINISTRATION	General correspondence, generation of work orders (for appointments for meter readings for transfer of home ownership, replacing stopped meters, addressing billing inquiries, checking for leaks and establishing responsibility for repairs). Publishing public notices as required, answering telephone inquiries from consumers and vendors.	2
BOARD OF COMMISSIONERS	Responsible for auditing claims against the District and authorizing payment thereof, reviewing and awarding contracts, preparation of annual budget, establishing ordinances and setting water and tax rates, holding public meetings and hearings.	1

### 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
PUBLIC WATER SUPPLY	<ul style="list-style-type: none"> <li>Superintendent</li> <li>Crew Leader</li> <li>NYSDOH Licensed Plant Operator</li> </ul>	The well sites must be visited daily for inspection of operation, obtaining water quality parameters from chemical treatment, and logging same into documents for Health Department review on request. Collection and recording of pumping unit operational factors such as static water level, pumping water level, record pressures and electric factors, adjustment of chemical feed pumps as necessary, routine building maintenance and repairs.
SYSTEM MONITORING, WELLS/DISTRIBUTION SYSTEM	<ul style="list-style-type: none"> <li>Crew Leader</li> <li>NYS Licensed Plant Operator</li> </ul>	Physical collection of water samples in lab approved containers for analyzation by NYS approved lab for all water quality constituents required as per Suffolk County Department of Health Services.
BILLING	<ul style="list-style-type: none"> <li>Billing Clerk</li> </ul>	Limited work can be done remotely; billing and postage machines are located in the administration building. Completed bills must be brought to Post Office for mailing.
FIELD CREW	<ul style="list-style-type: none"> <li>Maintenance Mechanic</li> </ul>	Physical repairs to water distribution system infrastructure.
OFFICE ADMINISTRATION	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Clerical Staff</li> </ul>	Many functions can be continued off site via remote desktop, video conferencing, call forwarding and other remote measures.
BOARD OF COMMISSIONERS	<ul style="list-style-type: none"> <li>Elected Officials</li> </ul>	Many functions can be continued off site via remote desktop, video conferencing, call forwarding and other additional remote measures.

It is important to note that Public Water Supply is one of the most essential components in ensuring public health. As such, Greenlawn Water District will make all necessary efforts to preserve the continued uninterrupted delivery of pure and plentiful water to its consumers. Maintenance of our infrastructure is



mission critical and at the same time all measures will be employed to protect the safety of our personnel and consumers.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, the Water District can decrease crowding and density at work sites.

### Remote Work Protocols

Non-essential employees and contractors that can accomplish their functions remotely will be enabled to do so to 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 (note that phone lines may need to be forwarded to off-site staff).

The Board of Commissioners will approve and the Superintendent will coordinate with IT personnel and phone carriers as necessary to fully outfit staff working remotely the equipment necessary to securely accomplish their normal functions as closely to that of the office environment.

To the extent possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Alterations to building access and the means by which the public interacts with Water District 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, telephone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

### Staggered Shifts

Implementation of staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but which may be less sensitive to being accomplished only within core business hours. To the extent 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, Greenlawn Water District 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; and
2. Approval and assignment of changed work hours.

The Board of Commissioners and Superintendent will implement work details and staggered shifts commensurate with existing conditions and directives from the NYS Department of Health, the Suffolk County Department of Health Services and the CDC.

## 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 the Water District's employees and contractors. PPE which may be needed can include:

- Masks;
- Face shields;
- Gloves; and
- Disposable gowns or aprons.

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 has demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of the District's employees and contractors.

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 by 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.
  - 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 contractors 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.

Greenlawn Water District has assessed the need and type of PPE for its operations. It is the intent of the Water District to maintain in stock of at least eight week's supply of PPE, including masks, gloves, etc. These supplies will be procured through our current sources or any vendor with availability of stock. The Water District, as a municipal entity, can procure goods and services from New York State, County and Local Town contracts through existing Inter-Municipal Agreements as well as emergency purchases as detailed in the Water District's procurement policy pursuant to Sec. 103(4) of General Municipal Law

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, the following protocols have been established:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of a 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 or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for a period of time consistent with the then

- 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. If an employee/contractor has been exposed or potentially exposed, they shall immediately notify the Board of Commissioners, Superintendent and Crew Leader and should not report to work until cleared to do so.
  - 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 contractors, and consumers and the public.
- a. Additional precautions will include the requirement that the subject employee or contractor, as well as others working in their proximity, wear appropriate PPE at all times to limit the potential of transmission.
  - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor 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 Superintendent and Crew Leader will be responsible for ensuring these protocols are followed.
3. In the event that the CDC, State and/or County impose additional or different requirements for essential workers exposed to other communicable diseases which are the basis for a declaration of a public health emergency, the District will comply with all applicable requirements.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors 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 and contractors who exhibit symptoms outside of work should immediately notify their supervisor 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. Greenlawn Water District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  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 Superintendent and Crew Leader will be responsible for ensuring these protocols are followed.

- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  1. The steps identified in item B, above, are to be applied as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off as required by applicable guidelines.
    - 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 and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or 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. The Superintendent and Crew Leader shall be notified and are responsible for ensuring these protocols are followed

It is recognized that there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. CDC/public health recommendations and requirements will be followed, and the Water District will coordinate with its 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 and contractors will clean their own workspaces at 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 more frequently.
  - b. District Maintenance personnel will be responsible for cleaning all common areas at a minimum of once daily.
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. Where possible and appropriate, the District will employ a disinfectant mister to sanitize surfaces following notification of potential exposure to a communicable disease.
6. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Greenlawn Water District is committed to reducing the burden on its employees and contractors. The Water District shall provide leave, paid and/or unpaid, to employees affected by a public health emergency in a manner consistent with its obligations under its then-existing policies and collective bargaining agreement, as well as in accordance with any federal, state, or local laws or requirements that may be applicable at the time.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Greenlawn Water District, and as such are not provided with paid leave time by Greenlawn Water District, unless required by law.

## Documentation of Work Hours and Locations

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

All remote locations of the Water District are equipped with keyless entry which archives data to the office network through a software program. Employee name, time of entry and exit are logged. All well house buildings have paper daily logs filled in by operator. Electronic logging as well as daily work details log are maintained at the Water District's administration building as well.

## Housing for Essential Employees

There are circumstances in 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 Greenlawn Water District'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, Greenlawn Water District will coordinate with the Town of Huntington to help identify and arrange for these housing needs. The Superintendent or his/her designee will be responsible for coordinating any such arrangements.