

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

**Re: COMMUNICABLE DISEASE
PREPAREDNESS PLAN**

Policy No. 96

Application: All Employees

Adopted: 03/25/2021

Amended: 09/20/2023¹

**ARTICLE I
POLICY**

Section 1. Labor Law § 27-c (L. 2020, c. 168)

1.1 On September 7, 2020, the State of New York amended the New York Labor Law by adding a new section, Labor Law § 27-c, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease.

1.2 Section 27-c of the Labor Law requires public employers across New York State to draft and publish contingency plans for declared public health emergencies so that public workplaces can avoid chaos and confusion and are better prepared for the next global health crisis.

1.3 As a public authority performing essential governmental functions, the Erie County Water Authority is a public employer subject to the provisions of Labor Law § 27-c.

1.4 The Governor and the Legislature has instructed public employers to adopt and publish a communicable disease contingency plan no later than April 1, 2021.

Section 2. Adoption of a Communicable Disease Preparedness Plan

2.1 The Erie County Water Authority (the “Authority”) is responsible for the treatment and distribution of 25 billion gallons of safe, clean, potable water annually to residential, commercial, and industrial customers, including hospitals, health care facilities, and nursing homes, in 36 municipalities located within Erie County and parts of Chautauqua, Cattaraugus, western Wyoming, and western Genesee counties, as well as the territories of the Seneca Nation of Indians.

2.2 During the COVID-19 pandemic, the Authority’s management, collective bargaining units and employees worked tirelessly as a team to carry out the mission of providing a plentiful supply of safe, high quality and affordable drinking water through a reliable infrastructure to ECWA customers on a 24 hours, 7 days a week basis. These individuals are the

¹ This Communicable Disease Preparedness Plan replaces H.R. Policy No. 96.0 (Communicable Disease Preparedness Plan).

true and often forgotten heroes of the COVID-19 pandemic.

2.3 Pursuant to Public Authorities Law § 1054 (18), the Authority has been given power to “do all things necessary or convenient to carry out the power expressly given” in its enabling legislation (Public Authorities, Article 5, Title 3). The Authority, therefore, has been given the power to do all things necessary for the delivery of potable water during declared public emergencies.

2.4 The Authority’s Board of Commissioners (the “Board”) declares the health and safety of its workers, contractors, vendors, agents, or visitors are its top priority and will ensure the health and safety of those who enter an Authority worksite by engaging in thoughtful and deliberative planning, leading to health and safety policies, procedures, plans, and communications.

2.5 Beginning with the 2022 Annual Meeting, the Board directs the Executive and Senior Staff to annually review and recommend changes to this policy, known as H.R. 96.0, Communicable Diseases Preparedness Plan.

2.5.1 Before any recommendations or changes are made relating to this policy, the Secretary of the Authority and the Director of Human Resources will consult and consider any suggestions or comments made by a representative of the collective bargaining units.

2.5.2 A representative of a collective bargaining unit may submit to the Board in the form of a communication any suggestions, comments, or proposed changes to this policy. The Secretary of the Authority shall include such communication as part of the Board agenda in accordance with the procedure established by the Secretary for the filing of Board agenda items.

ARTICLE II PURPOSE

Section 1. **General Purpose**

1.1 In accordance with the provisions of Labor Law § 27-c and consistent with the Authority’s mission, the Authority adopts this Communicable Disease Preparedness Plan for a Communicable Disease Pandemic for the purpose of:

1.1.1 Containing and isolating the spread of infectious diseases within the workplace by reinforcing safety and health practices not only during a declared public health emergency involving the global spread of communicable disease but also during cold and influenza season; and

1.1.2 Establishing contingency plans to maintain delivery of services during times of significant and sustained workforce depletion due to absenteeism; and

1.1.3 Whenever possible and feasible, allowing workers to work remotely to stop or lessen the spread of infectious diseases within the workplace, or whenever

a travel advisory has been issued for non-essential workers; and

- 1.1.4 Fostering better communications and training to all Authority personnel and onsite contractors, vendors or visitors relating to the safety and health rules and guidelines; and
- 1.1.5 Maintaining good management and labor relationships through open communications, cooperative arrangements, agreements, or understandings relating to the health and safety of all employees; and
- 1.1.6 Evaluating and setting up offices and workstations to provide prudent spacing between employees and/or other onsite individuals; and
- 1.1.7 Establishing safety and cleaning protocols for shared workspaces such as vehicles, shelters, restrooms, kitchens, conference or meeting rooms, copy rooms, workstations shared by shift workers and other common areas within the workplace.

Section 2. Statutory Requirements

2.1 In accordance with the provisions of Labor Law § 27-c, the Communicable Disease Preparedness Plan must include:

- 2.1.1 List and description of positions considered essential; and
- 2.1.2 Description of protocols to follow to enable all non-essential employees to work remotely; and
- 2.1.3 Description of how the Authority will stagger work shifts to reduce overcrowding; and
- 2.1.4 Description of procurement and storage procedures for obtaining personal protective equipment; and
- 2.1.5 Description of the protocols for addressing, isolating, or quarantining workers exposed to communicable diseases; and
- 2.1.6 Description of the protocols for documenting the precise hours and work locations for essential workers, designed for tracking disease spread; and
- 2.1.7 Working with community businesses, facilities, and agencies for supplying food, lodging and health services for essential workers during a declared public emergency; and

2.2 All duly recognized or certified representatives of an employee's collective bargaining unit must have the opportunity to review and make recommendations prior to the adoption or any modification to the Communicable Disease Preparedness Plan.

2.3 The Authority is prohibited from taking any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the contents of the Communicable Disease Preparedness Plan.

2.4 Once adopted or modified by the Board, the Communicable Disease Preparedness Plan shall be published on the Authority’s website.

ARTICLE III DEFINITIONS

Section 1. **Definitions**

1.1 The “Authority” shall mean the Erie County Water Authority, a public authority, exercising governmental power under the laws of the State of New York.

1.2 The “Board” shall mean the Authority’s Board of Commissioners.

1.3 “BCP” shall mean the Business Continuity Plan, identified in in Article IX, section 1, subsection 1.2 of the Policy.

1.4 The “Brotherhood” shall mean the Brotherhood of Western New York Water Workers, AFL-CIO or its successor, which has entered into a collective bargaining agreement with the Authority.

1.5 “CDPP Response Team” shall mean Executive and Senior Staff members identified in Article IV, Section 2 of this Policy.

1.6 “CFO” shall mean the Chief Financial Officer.

1.7 The “Chief Operating Officer” or “COO” shall mean the individual holding the exempt Civil Service title of Executive Director.

1.8 “Communicable disease” shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

1.9 “Contractor” shall mean an individual, vendor, partnership, joint venture, or corporation performing essential services on behalf of the Authority.

1.10 “COVID-19 Declaration” shall mean the Declaration of Emergency, last amended on August 27, 2020, issued by the Board in response to the COVID-19 pandemic.

1.11 “CSEA” means the Civil Service Employees Association Inc., Local 1000, AFSCME, AFL-CIO or its successor, which has entered into a collective bargaining agreement with the Authority.

1.12 “Declared State of Emergency” shall mean a declaration issued by the State of New York, its Governor, the Erie County Executive, or the Board in response to a communicable disease pandemic.

1.13 “Division” shall mean one of the four divisions headed by a Division Head

1.13.1. Division A is the designation given to the division under the supervision of the Secretary.

1.13.2. Division B is the designation given to the division supervised by the COO.

1.13.3. Division C is the designation given to the division supervised by the CFO.

1.13.4. Division D is the designation given to the division supervised by the General Counsel.

1.14 “Declaration of Emergency” shall mean the resolution adopted by the Board in response to a Declared State of Emergency, which incorporates or modified specific provisions contained within this Policy.

1.15 “Division Head” shall mean the Secretary, the Chief Operating Officer, the Chief Financial Officer, and the General Counsel.

1.16 “Employee” shall mean a person employed by the Authority, including essential workers employed by a Contractor.

1.17 “ERP” shall mean the Emergency Response Plan, identified in in Article IX, section 1, subsection 1.1 of the Policy.

1.18 “Essential” shall refer to a designation made by the Authority that an Authority employee or Contractor is required to be physically present at a work site to perform a job or service.

1.19 The “Executive Staff” shall mean the Division Heads and the Executive Engineer.

1.20 “General Counsel” shall mean the individual holding the exempt Civil Service title of Attorney.

1.21 “Non-essential” shall refer to a designation made by the Authority that an Authority employee or Contractor is not required to be physically present at a work site to perform a specific job or service.

1.22 “Non-Tier” titles shall mean those active job titles not listed in Article VI, Section 1 of this Policy.

1.23 “Operation plan” shall mean the plan, described in section 1.3 of Article VI of this Policy

1.24 “Personal protective equipment” shall means all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, disposable gowns and aprons and such other items as needed.

1.25 “Plan” shall mean the Communicable Disease Preparedness Plan.

1.26 “Plan Coordinator” shall mean the individual designated by Article IV, section 1 of this Policy.

1.27 “PMG” shall mean a professional medical group.

1.28 “Policy” shall mean Policy No. 96.0, entitled the Communicable Disease Preparedness Plan, contained within the Authority’s Employee Policies and Procedure Manual.

1.29 “Retaliatory action” shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee, in the terms and conditions of employment.”

1.30 “RAA” shall mean the Risk Assessment Analysis, describe in Article IX, section 1, subsection 1.1 of the Policy.

1.31 “Secretary” shall mean the Secretary of the Authority.

1.32 “Senior Staff” shall mean the Comptroller, the Director of Administration, the Director of Human Resources, and the Director of Water Quality.

1.33 “Tier” shall mean the level given to an essential function performed by an Authority employee in a particular job title.

1.34 “Workplaces” means the Ellicott Square Building, the Union Road Service Center, the Sturgeon Point Treatment Plant, and the Van de Water Treatment Plant.

1.35 “Worksites” means sites where Authority personnel or Contractors have been assigned to work in the field.

Section 2. Application

2.1 The definitions contained in Article III shall be applied to all Articles within this Policy.

ARTICLE IV
PLAN ADMINISTRATION

Section 1. Plan Coordinator

1.1 Unless otherwise directed by the Board, the Secretary, or an individual under the supervision of and designated by the Secretary, shall be designated the Plan Coordinator.

1.2 The Plan Coordinator shall be responsible for:

- 1.2.1 Conducting an annual review of the Policy with members of the CDPP Response Team; and
- 1.2.2 Monitoring issues and information relating to the spread of communicable diseases; and
- 1.2.3 In consultation with the CDPP Response Team, reporting proposed changes to the Policy to the members of the Executive and Senior Staff for their review and comments; and
- 1.2.4 Attending external training/seminars/meetings about communicable disease outbreaks within Western New York; and
- 1.2.5 Supervising, with the assistance from members of the CDPP Response Team, all employee training relating to the best health and safety practices during cold and influenza season , or with the implementation of a pandemic plan under a declaration of emergency; and
- 1.2.6 Reviewing with the CDPP Response Team any suggestions and comments from interested parties, including Authority personnel and Contractors; relating to health and safety rules during cold and influenza seasons or the implementation of a pandemic plan; and
- 1.2.7 Assisting the Board and its Governance Committee with the preparation and adoption of a declaration of emergency; and
- 1.2.8 Communicating such information to public health agencies, Authority personnel, all essential workers, customers, the media, and other interested parties, which is deemed necessary by:
 - 1.2.8.1 law including any Executive Orders issued by the Governor of New York or rules and regulations issued by the New York State Department of Health; or
 - 1.2.8.2 the Board or Executive Staff; or

1.2.8.3 the Erie County Health Department; or

1.2.8.4 the CDPP Response Team.

Section 2. CDPP Response Team

2.1 Members of the CDPP Response Team shall include the following:

2.1.1 Plan Coordinator; and

2.1.2 Members of the Senior Staff; and

2.1.3 Representative appointed by the Brotherhood; and

2.1.4 Representative appointed by CSEA; and

2.1.5 Such additional members as appointed by the Plan Coordinator or the Executive Staff including any employee or consultant knowledgeable about security or information and remote technology.

2.2 The CDPP Response Team will have the following responsibilities:

2.2.1 Identify and communicate to the Plan Coordinator which employees, Contractors, and systems are essential to maintaining Authorities operations at their worksites; and

2.2.1.1 Annually reviewing and updating Article VI, Section 1, subsections 1.3; and

2.2.2 Identify and communicate to the Plan Coordinator the names of possible ancillary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, retired employees); and

2.2.3 Develop and communicate to the Plan Coordinator an emergency communications plan for their departments/units/worksites, including identification of key personnel, Contractors, and customers; and

2.2.4 Develop and submit a plan to continue operations at their worksites with the least possible number of staff; and

2.2.4.1 Annually reviewing and updating Article VI, Sections 1 and 2; and

2.2.5 Ensure that all employees in their departments or units are adequately trained on emergency procedures in the case of a pandemic and in the prevention of illness; and

2.2.6 Encourage all employees to be vaccinated annually for influenza and for other known communicable diseases; and

- 2.2.7 Assist the Plan Coordinator in the implementation of this Policy, if necessary, at their worksites.

Section 3. Other Key Participants

3.1 The Plan Coordinator will maintain a list of contacts in the health profession to provide consultation and advice relating to the spread of communicable diseases and to the preparation and implementation of the Plan and to provide medical assistance to essential personnel during a Declared State of Emergency.

3.2 The Director of Administration, as a member of and working with the CDPP Response Team, will provide a list of Contractors providing essential goods or services necessary for the Authority's operation during a Declared State of Emergency.

ARTICLE V **EMPLOYEE HEALTH**

Section 1. Cold and Influenza Season

1.1 When a virus is transmitted from person to person, it replicates in the human host then can mutate before it is transmitted again to another human host. This is the reason why there is no cure for the common cold. Today's common cold is a different virus than the colds we had as children. The same is true of influenza (i.e. the flu) and of the coronavirus. COVID-19 is a mutated version of the coronavirus.

1.2 A virus cannot mutate if it cannot replicate (i.e., if it cannot be passed to another human host).

1.3 When an employee is sick, the employee must use sick leave and stay home, unless

1.3.1 the employee's supervisor allows the employee to work remotely, when practical and feasible, or

1.3.2 the employee performs an essential function; the employee's supervisor requests the employee reports to work; and the employee agrees to report to work.

1.3.2.1 While at work, the employee must wear a mask, maintain a social distance of six feet or more from others, and frequently washes his/her hands or uses hand sanitizers.

1.4 Prior to cold and influenza season, the Plan Coordinator will post notices at all ECWA Workplaces with information as to how to reduce the spread of viruses and other communicable diseases.

1.5 The Plan Coordinator, working with the CDPP Response Team, will make available masks, hand sanitizer, disinfecting wipes or sprays, and such other items as deemed necessary for each ECWA Workplace.

Section 2. Basic Hygiene

2.1 Authority personnel, Contractors, and visitors shall be educated and reminded of the hygiene measures to prevent the spread of disease including:

2.1.1 Covering coughs and sneezes with a tissue (or into elbow if necessary); and

2.1.2 Avoiding hand shaking; and

2.1.3 Avoiding close contact with people who are sick; and

2.1.4 Staying out of work when you are sick; and

2.1.5 Washing your hands often with soap and water for at least 20 seconds; and

2.1.5.1 If soap and water are not available, using an alcohol-based hand sanitizer containing at least 60% alcohol; and

2.1.6 Avoiding touching your eyes, nose, and mouth; and

2.1.7 Cleaning and disinfecting frequently touched objects and surfaces; and

2.1.8 Not sharing workstations without cleaning and disinfection of workstation between use

Section 3. Working Remotely

3.1 Unless permission is otherwise granted by a Division Head, an individual whose job title or function has been classified under Article VI as being able to work remotely when given a doctor's excuse, or permission from his/her supervisor.

3.2 Authority employees who are permitted to work remotely must accurately report the number of hours worked while at home and the number of hours the employee was unable to work due to sickness.

3.3 Authority employees who are permitted to work remotely due to sickness will be required to stay at home and be available by phone and email, unless the employee has a medical appointment for which the employee will be taking sick or personal leave time for such visits. If the Authority employee is too sick to work, then the employee will be required to take sick or personal leave.

Section 4. Annual Vaccinations

4.1 The Authority will encourage annual vaccinations for influenza and other known communicable diseases.

4.2 When possible, the Authority will offer such vaccinations at their Workplace.

4.3 During a Declared Emergency, if the Authority is unable to offer vaccinations for a communicable disease at its Workplaces, the Authority will allow Authority personnel two-hours during the workday to obtain such vaccination. Authority personnel must present proof of receiving a vaccination to be eligible for the two-hour leave.

ARTICLE VI PANDEMIC WORKFORCE PLAN

Section 1. Essential Function & Personnel

1.1 The Authority must be prepared to protect its employees, business partners, agents, and customers from a future global pandemic. No one can predict when the next pandemic will be, or how long it will last. But the Authority must take whatever steps necessary to reduce the spread and exposure of such a communicable disease to carry out the Authority's mission-driven duty of supplying potable water to its dependent water customers.

1.2 The Plan Coordinator and CDPP Response Team must be prepared with a Plan, allowing the Authority to continue its operation with a reduced workforce with the primary objective of protecting its essential workers from being exposed to debilitating communicable disease during a pandemic.

1.3 Within 90 days following the adoption of this Policy, executive and senior management will prepare, in consultant with the Plan Coordinator and CDPP Response Team, an operation plan for the following functions:

- 1.3.1 Accounting
- 1.3.2 Board Governance
- 1.3.3 Cyber and Security
- 1.3.4 Customer Service
 - 1.3.4.1 Meter Shop
- 1.3.5 Distribution
- 1.3.6 Engineering
- 1.3.7 Facilities Maintenance
- 1.3.8 Information Technology & Communications Systems
- 1.3.9 Legal
- 1.3.10 Production
- 1.3.11 Water Quality

1.4 When the Authority is operating under a Declared State of Emergency due to a pandemic, the Authority must immediately implement a workforce reduction plan that:

- 1.4.1 Makes provisions for employees who perform suspended, non-essential functions in an operation plan, described in section 1.3 of this Article; and
- 1.4.2 Allows employees to work remotely when possible and feasible to perform non-essential functions; and
- 1.4.3 Rotates or staggers work shifts for mission-driven essential workers; and
- 1.4.4 Establish a succession plan for key essential workers.

1.5 For purposes of the Plan and as defined in subsection 1.25 of Article III, essential functions include services relating to the safety of employees, the treatment and distribution of water, the repair and maintenance of water mains and other appurtenances essential for the operation of the water system, the payment of compensation to employees, payments relating to accounts payable or for customer refunds, the handling of mail, and other services deemed essential by the Authority.

1.6 In accordance with subsection (3)(a) of Labor Law § 27-2, the Board has identified all active job titles within the Authority and has classified each job title by tier and division.

1.7 Tier 1

1.7.1 Tier 1 is the designation given to essential functions that must be performed at a specific Workplace or Worksite. In Tier 1, there are a limited number of Authority employees who may carry-out these essential functions and whose absence would jeopardize the Authority’s treatment and distribution of potable water.

1.7.1.1 The Operation Plan, described in section 1.4 of this Article should include, but not limited to, the following information for Tier 1 functions:

- 1.7.1.1.1 A succession plan for all key personnel
- 1.7.1.1.2 Names of possible ancillary employees, retirees, or consultants if key personnel cannot report to work
- 1.7.1.1.3 Increasing staffing to ensure sufficient coverage
- 1.7.1.1.4 Plans for cross-training
- 1.7.1.1.5 When possible, separating work crews from each other, as well as other initiatives to keep essential employees separated
- 1.7.1.1.6 Isolating infected, essential personnel
- 1.7.1.1.7 Quarantining infected essential personnel
- 1.7.1.1.8 Emergency housing for key essential personnel

- 1.7.1.1.9 Minimum security, communication, and other technology needs
- 1.7.1.1.10 Time and attendance tracking

1.7.2 The following are the Tier 1 job titles, classified by Division.

1.7.2.1 ***Division A***

Instrumentation Electrical & Electronic Technician

1.7.2.2 ***Division B***

Analytical Chemist (Water Quality)
Construction Inspector
Control Operator
Director of Drinking Water Quality (ECWA)
Director of Operations
Dispatcher (Water)
Electrical Engineer
Laboratory Technician (Environmental Microbiology)
Pump Mechanic
Pump Mechanic Crew Chief
Senior Water Treatment Plant Operator
Water Service Crew Chief
Water Treatment Plant Operator
Water Treatment Plant Operator Crew Chief

1.7.2.3 ***Division C***

Automotive Mechanic
Automotive Mechanic Crew Chief

1.8 **Tier 2**

1.8.1 Tier 2 is the designation given to essential functions that must be performed at a specific Workplace or Worksite. In Tier 2, these essential workers are in sufficient numbers and may have been crossed trained to perform other essential functions, allowing the Authority to rotate and stagger work schedules to reduce the size of its on-site workforce.

1.8.1.1 The Operation Plan, described in section 1.3 of this Article should include, but not limited to, the following information for Tier 2 functions:

- 1.8.1.1.1 A succession plan for all key personnel
- 1.8.1.1.2 Suspension of non-essential services

- 1.8.1.1.3 Plans for rotating staff or staggering work hours
- 1.8.1.1.4 When possible, separating work crews from each other, as well as other initiatives to keep essential employees separated
- 1.8.1.1.5 Plans for cross-training
- 1.8.1.1.6 Isolating infected essential personnel
- 1.8.1.1.7 Quarantining infected essential personnel
- 1.8.1.1.8 Recording work hours for payroll purposes
- 1.8.1.1.9 Minimum security, communication, and other technology needs.
- 1.8.1.1.10 Time and attendance tracking

1.8.2 The following are the Tier 2 job titles, classified by Division.

1.8.2.1 ***Division B***

Assistant Engineering Drafts Worker
 Assistant Instrumentation Electrical & Electronic Technician
 Crew Chief
 Engineering Drafts Worker
 General Crew Chief
 Line Maintenance Operator
 Senior Engineering Drafts Worker
 Water Utility Worker

1.8.2.2 ***Division C***

Account Clerk
 Account Clerk Typist
 Business Office Manager
 Chief Customer Service Representative
 Customer Service Representative
 Manager of Accounting Services
 Meter Service Crew Chief
 Meter Service Worker
 Senior Account Clerk
 Senior Meter Service Worker
 Stores Clerk (55A)
 Stores Clerk (Acting)

1.9 **Tier 3**

1.9.1 Tier 3 is the designation given to Authority personnel who may be on-call to perform specific job duties, but whose normal day-to-day duties may be done remotely.

1.9.1.1 The Operation Plan, described in section 1.3 of this Article should include, but not limited to, the following information for Tier 3 functions:

- 1.9.1.1.1 A succession plan for all key personnel
- 1.9.1.1.2 Suspension of non-essential services
- 1.9.1.1.3 Plans for cross-training
- 1.9.1.1.4 Plans for teleconferencing
- 1.9.1.1.5 Recording work hours for payroll purposes
- 1.9.1.1.6 Accessing on-site resources and files
- 1.9.1.1.7 Minimum security, communication, and other technology needs for working remotely, as more fully described in subsection 2.3 of this Article.

1.9.2 The following are the Tier 3 job titles, classified by Division.

1.9.2.1 ***Division A***

Commissioners
Computer Operator
Computer Support Specialist
Data Entry Operator
Director of Human Resources
Geographic Information System Analyst
Network Specialist (ECWA)
Planner – Geographic Information Systems
Secretary to the Authority
Senior Micro Technical Support Specialist (ECWA)

1.9.2.2 ***Division B***

Administrative Assistant
Chief Operating Officer
Distribution Engineer
Executive Engineer
Production Engineer
Senior Distribution Engineer
Senior Production Engineer

1.9.2.3 ***Division C***

Chief Financial Officer
Comptroller
Diesel Generator Mechanic
Director of Administration

1.9.2.4 **Division D**

Claims Representative Risk Manager
General Counsel
Security Officer (ECWA)

Section 2. Non-essential Functions & Non-Tier Employees

2.1 Authority personnel who have the means and resources to work remotely will be directed to work remotely whenever the Authority is operating under a Declared State of Emergency.

2.2 Any non-Tier employee, who lacks the means and resources to work remotely or whose services are not necessary while the Authority is operating under a Declared State of Emergency, may be furloughed, or laid off.

2.2.1 The Operation Plan, described in section 1.3 of this Article should include, but not limited to, the following information:

- 2.2.1.1 Plan for accessing on-site resources and files
- 2.2.1.2 Plan for retaining business records for filing purposes
- 2.2.1.3 Recording work hours for payroll purposes
- 2.2.1.4 Plans for teleconferencing
- 2.2.1.5 Minimum security, communication, and other technology needs for working remotely, as more fully described in subsection 2.3 of this Article.

2.2.2 The following are Non-Tier job titles, classified by Division.

2.2.2.1 **Division A**

Clerk (Seasonal)
Confidential Secretary
Coordinator of Employee Relations
Deputy Administrative Director
Employee Benefit Specialist
Messenger
Senior Programmer Analyst
Supervising Stenographic Secretary

2.2.2.2 **Division B**

Control Operator Crew Chief
Principal Clerk Typist
Senior Customer Representative (Restoration)
Water Plant Helper

2.2.2.3 ***Division C***

Assistant Business Office Manager
Bill Collector
Cash Manager
Chief Business Office Manager – Budget Director
File Clerk (55A)
Senior Customer Representative (Commercial)

2.2.2.4 ***Division D***

Associate Attorney
Associate Attorney PT
Deputy Associate Attorney
Senior Clerk Typist

2.3 **Working Remotely**

Authority personnel who perform non-essential functions should, when feasible and practical, work remotely.

2.4 Based on the Operation Plans, described in 1.3 of this Article, the Authority will:

- 2.4.1 Identify staff who will work remotely; and
- 2.4.2 Approve and assign remote work; and
- 2.4.3 Identify the equipment and support services needed for such employees working remotely, which may include:
 - 2.4.3.1 Internet capable laptop; and
 - 2.4.3.2 Necessary peripherals; and
 - 2.4.3.3 Access to VPN and/or secure network drives; and
 - 2.4.3.4 Access to software and databases necessary to perform their duties; and
 - 2.4.3.5 A solution for telephone communications including forwarding office phone to an employee's cell phone or to an Authority issued cell phone.
- 2.4.4 Remote work will be based upon the Authority's needs with supervisors providing assignments.
- 2.4.5 To ensure that employee performance will not suffer in remote work arrangements, the Authority advises its remote employees to:

- 2.4.5.1 Choose a quiet and distraction-free working space; and
 - 2.4.5.2 Have an internet connection that is adequate to perform their job; and
 - 2.4.5.3 Dedicate their full attention to their job duties during working hours; and
 - 2.4.5.4 Adhere to all meal and rest break and attendance schedules.
- 2.4.6 The Authority will assist in providing computer equipment and accessories, including headphones, or speakers, when necessary. Employees may use their own equipment if preferable.
- 2.4.6.1 The Plan Coordinator should require every supervisor obtain from each employee working remotely a signed, remote work agreement with an inventory list of all Authority property given to such employee.
 - 2.4.6.2 Each supervisor will be required to give a copy of the remote work agreement, described in 2.4.6.1 of this Article to the Plan Coordinator.
- 2.4.7 Remote employees have full access to the Authority’s IT Help Desk and IT personnel to assist them with computer(s), internet, connections, and other remote-related issues.
- 2.4.8 The Authority supervisors will be responsible for keeping in contact with their remote workers, via telephone, email, TEAMS, WEBEX, ZOOM or other streaming capability.

ARTICLE VII

RECOMMENDED POLICY AND OTHER OPERATIONAL CHANGES

Section 1. **By-Laws & Tariff**

1.1. The Plan Coordinator and the CDDP Response Team will review, within 90 days of the adoption of this Policy and annually thereafter, the current provisions of the Authority’s By-Laws and Tariff and recommend to the Executive Staff an amendment allowing the Board to waive by resolution certain provisions within either the By-Laws or the Tariff during a Declared State of Emergency.

1.2. If the Executive Staff, after receiving, modifying, or approving such a recommendation, it will forward such recommendation to the Governance Committee, with the Board having final approval of such amendments.

Section 2. **Procurement Policies and Practices**

2.1 In consultation with the Director of Administration, the Plan Coordinator and the CDPP Response Team will review, within 90 days of the adoption of this Policy and annually thereafter, the current procurement policies, rules and procedures and recommend to the Executive Staff an amendment allowing the Board to suspend certain provisions during a Declared State of Emergency including adding a provision relating to emergency, pandemic procurements.

2.2 The Executive Staff, after receiving, modifying, or approving such a recommendation, will forward such recommendation to the Governance Committee, with the Board having final approval of such amendments.

Section 3. Employment Policies and Collective Bargaining Agreements

3.1 In consultation with the Director of Human Resources, the Plan Coordinator and the CDPP Response Team will review, within 90 days of the adoption of this Policy and annually thereafter, the employment practices relating to non-represented employees, contained in the Employment Policy and Procedure Manual and recommend to the Executive Staff those provisions to be waived by the Board during a Declared State of Emergency.

3.2 The Executive Staff, after reviewing, modifying, or approving such a recommendation, will forward such recommendation to the Governance Committee, with the Board having final approval of such amendments.

3.3 The Director of Human Resources and the duly appointed representative(s) of the Brotherhood shall meet and review those provisions contained in the collective bargaining agreement, which management and labor would recommend be suspended during a Declared State of Emergency.

3.4 The Director of Human Resources and the duly appointed representative(s) of CSEA shall meet and review those provisions contained in the collective bargaining agreement, which management and labor would recommend be suspended during a Declared State of Emergency.

Section 4. Accounting and Payroll

4.1 The Comptroller shall review section 5 of the COVID-19 Declaration, entitled “Timekeeping & Payroll,” and will recommend to the Executive Staff whether the provisions within Section 5 should be incorporated or amended within this Plan.

4.2 The Comptroller shall review section 9 of the COVID-19 Declaration, entitled “Check Processing of Customer Refunds and Accounts Payable,” and will recommend to the Executive Staff whether the provisions within Section 9 should be incorporated or amended within this Plan.

4.3 If the Comptroller recommends sections 5 and 9 of the COVID-19 Declaration should be amended, then the Comptroller will make such changes to an operation plan, described in section 1.3 of this Article in

Section 5. Open Meetings

The Board will endeavor to convene its regularly scheduled meetings and any special meetings, subject to the provisions of the Open Meetings Law, set forth in Article 7 of the Public Officers Law, which are not otherwise suspended in response to a Declared State of Emergency.

Section 6. Communication

6.1 The Plan Coordinator and the CDPP Response Team shall develop a plan to keep employees informed of developments as they occur, including those employees who remain at home.

6.2 The Plan Coordinator will ensure proper signage and markers are placed at all Authority workplaces and worksites.

6.3 The Plan Coordinator and the CDPP Response Team shall develop a plan to keep customers informed about operational changes relating to customer service, billing, emergency repairs and other matters related to, or impacted by, a pandemic.

6.4 The Plan Coordinator and the CDPP Response Team may ask employees to voluntarily provide the Authority with home e-mail addresses and telephone numbers to receive recorded messages.

6.5 The Plan Coordinator shall provide information to be posted on the Authority's website, Facebook, Twitter, and other social media platforms.

6.5.1 Information posted on the website will include:

6.5.1.1 Copies of any Emergency Declarations,

6.5.1.2 List of contractors, consultants, and vendors, providing essential services to the Authority,

6.5.1.3 Employee notices and alerts including a notice as to what services are available to employees from a medical group,

6.5.1.4 Customer alerts, and

6.5.1.5 Links to other relevant communicable disease websites.

Section 7. Security

7.1 In consultation with the Authority's Security Officer, the Plan Coordinator shall communicate to all Authority personnel the following:

7.1.1 The increased likelihood of cyberattacks during a pandemic,

7.1.2 The need to anticipate increased threats to the Authority's network including

- 7.1.2.1 Re-enforcing phishing awareness training,
- 7.1.2.2 Not clicking or opening on suspect or unknown links, and
- 7.1.2.3 Reporting suspicious messages to the Plan Coordinator and the Security Officer.

7.2 The Security Officer has the authority to determine where and when a consultant, contractor, subcontractor, vendor, or visitor may have access to an Authority facility or worksite.

7.3 No contractor, subcontractor, vendor, or visitor will be permitted to enter an Authority facility or worksite without first completing a health screening questionnaire and having been cleared through the health screening system.

7.4 Working with the Security Officer, the Plan Coordinator will obtain the necessary information from all contractors, subcontractors, vendors and visitors requesting access to an Authority worksite and will provide an access code to the web-based health screening portal for each contractor, subcontractor, vendor or visitor.

ARTICLE VIII HEALTH & SAFETY PLAN

Section 1. **Generally**

During a Declared State of Emergency, Authority personnel, Contractors, and Visitors will take all other appropriate precautions necessary to prevent the spread of communicable diseases including, but not limited to, wearing a mask, washing their hands, and maintaining a social distance of six feet or more from other people.

Section 2. **Protective Face Masks**

2.1 The Director of Administration will procure and provide all employees with acceptable face coverings at no charge.

- 2.1.1 Face coverings must be cleaned or replaced after use and may not be shared.
- 2.1.2 Although the Authority will not require employees to supply their own face covering, the Authority will allow employees to use their own acceptable face coverings.
- 2.1.3 “Acceptable face covering” means face covering complying with the standards mandated by the New York State Department of Health and the Center for Disease Control (“CDC”) and is content neutral. Content neutral means language that would not create conflicts or controversy within the workplace or undermine public trust or confidence.

- 2.1.4 The Director of Administration will maintain an adequate supply of face coverings, should an employee need a replacement, or should a visitor be in need.
- 2.1.5 The Authority will adhere to OSHA/PESH standards for safety equipment. Appropriate respirators will be provided depending on the level of protection required for specific activities.
- 2.1.6 The Plan Coordinator will train or share information with employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

Section 3. Physical Distancing in the Workplace or at Worksites

3.1 During a pandemic, employees performing an essential function are required to keep a distance of at least six feet from other individuals, unless a core activity requires a shorter distance and safety precautions have been implemented to conduct such core activity.

- 3.1.1 Any time individuals must come within six feet of another person, acceptable face coverings must be worn, ensuring that mouth and nose are covered.
- 3.1.2 Employees must be prepared to wear a face covering if another person unexpectedly comes within six feet.

3.2 When necessary, the Authority will modify or reconfigure the use and/or restrict the number of workstations, seating areas, and desks, so that employees are at least six feet apart in all directions (e.g., side-to-side and when facing one another).

- 3.2.1 When distancing is not feasible between workstations, the Authority will:
 - 3.2.1.1 require employees to wear face coverings at all times, or
 - 3.2.1.2 if feasible, provide or install physical barriers that do not affect air flow, heating, cooling, or ventilation, including strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable dividers or partitions.

3.3 Employees will not share workstations without cleaning and disinfection of workstations between use. Each Division, Department, and Unit will describe in detail the protocol for cleaning and disinfecting shared workstations.

3.4 Employees who are assigned to workstations in an open area must adhere to a strict clean-desk policy, requiring all non-essential items to be stored in cabinets or drawers rather than on desks or within a workstation cubicle.

3.5 Employees should not share laptops, notebooks, touchscreens, and writing utensils.

3.6 Employees should perform hand hygiene before and after contact with shared surfaces or shared office equipment, such as filing cabinets, copying machines or scanners.

3.7 Employees who are assigned to offices should adhere to the strict clean-desk policy when their offices will be used for employee meetings.

3.8 Employees will be responsible for regularly cleaning and disinfecting items on their desk or in their offices or workstations.

3.9 Employees will be required to wear face coverings in common areas, hallways, kitchens, bathrooms, storage and supply rooms, and elevators, when entering and exiting any building where the Authority conducts business, or in any public place.

3.10 Employees must avoid crowded, tight spaces such as elevators, storage, file or supply rooms, kitchens, and bathrooms.

3.11 The Plan Coordinator will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in aisles, hallways, or other appropriate spaces, posting signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., copy rooms, kitchens, reception desk, restrooms, time clock stations, etc.)

3.12 The Plan Coordinator will post signs throughout Authority offices and treatment plants, consistent with the signage recommended by the New York State Department of Health, to remind individuals to:

3.12.1 Cover their nose and mouth with a mask or cloth face covering when six feet of social distance cannot be maintained,

3.12.2 Properly store and, when necessary, discard personal protective equipment (PPE),

3.12.3 Adhere to physical distancing instructions,

3.12.4 Report symptoms of, or exposure to, a communicable disease, to their supervisor and to the Authority's Director of Human Resources by using the Authority's Employee Health Screening Questionnaire Portal; and

3.12.5 Follow hand hygiene and cleaning and disinfection guidelines.

3.13 The Authority shall limit in-person gatherings (such as meetings and conferences) to the greatest extent possible by using other methods such as video or teleconferencing whenever possible.

3.14 When videoconferencing or teleconferencing is not possible, the Authority shall hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of distance in all directions between meeting participants.

3.15 Each worksite will have designated areas for material and supplies to be delivered, and mail and packages to be dropped off or picked up, limiting in-person contact to the extent possible.

3.16 Whenever possible, no more than one person should occupy a vehicle for work purposes.

3.16.1 Such vehicles include vehicles owned and assigned by the Authority and employee-owned vehicles used for work purposes.

3.16.2 Whenever single occupancy of an Authority owned and assigned vehicle is not operationally possible, capacity will be limited to two persons per vehicle with all occupants required to wear protective face coverings.

3.17 Vehicles owned and assigned by the Authority will be cleaned and disinfected by Authority personnel before assigning the vehicle to another employee.

3.18 Employees working in the field will be provided PPE, including N95 respirators and other PPE equipment, used under existing industry standards for such work and as defined in accordance with OSHA guidelines.

Section 4. Hygiene, Cleaning and Disinfection

4.1 The Authority will adhere to the hygiene, and cleaning and disinfection guidelines established by the New York State Department of Health.

4.2 The Authority and its Contractors will maintain logs that include the date, time, and scope of cleaning and disinfection.

4.3 The Authority prohibits employees from sharing food and beverages or set-up buffet-style food services.

4.3.1 Employees are encouraged to bring lunch from home.

4.3.2 Employees must observe social distancing while eating meals.

4.4 The Authority will provide and maintain hand hygiene stations in the office, as follows:

4.4.1 For handwashing: soap, running warmwater, disposable paper towels, and a lined garbage can.

- 4.4.2 For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- 4.4.3 Make hand sanitizer available throughout common areas in the office. It should be placed in convenient locations, such as at entrances, exits, and reception desks. Touch-free hand sanitizer dispensers should be installed where possible.
- 4.4.4 Signage will be placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- 4.4.5 Place covered-waste receptacles around the building for disposal of soiled items, including protective face covering and gloves.

4.5 The Authority will provide appropriate cleaning/disinfection supplies for shared and frequently touched surfaces and encourage their employees (or cleaning staffs) to use these supplies following manufacturer's instructions for use before and after use of these surfaces, followed by hand hygiene.

4.6 The Authority will require regular cleaning and disinfection of its offices, treatment plants and other Authority facilities with more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces.

- 4.6.1 Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shift, daily, or more frequently as needed.
- 4.6.2 The Authority will ensure restrooms and high-touched areas are cleaned and disinfected more frequently, depending on use. High-touched areas include:
 - 4.6.2.1 desk and chairs,
 - 4.6.2.2 counters, tables, and chairs,
 - 4.6.2.3 door handles and push plates,
 - 4.6.2.4 handrails,
 - 4.6.2.5 kitchen and bathroom faucets,
 - 4.6.2.6 appliance surfaces, knobs and handles,
 - 4.6.2.7 light switches; handles on equipment (e.g., carts),
 - 4.6.2.8 remote controls,
 - 4.6.2.9 shared telephones,

- 4.6.2.10 shared computers, keyboards, and mice,
- 4.6.2.11 shared electronics, and
- 4.6.2.12 copying machines.

4.7 The Authority will ensure hard surfaces of materials, supplies, equipment, and tools are regularly cleaned and disinfected as often as employees or visitors change workstations or move to a new set of materials, supplies, equipment, or tools.

4.8 Employees who have been given or assigned their own set of equipment and tools will be responsible for regularly cleaning and disinfecting such equipment or tools.

4.9 The Authority will only use disinfectant products shown to be effective against communicable diseases.

4.10 The Authority will adhere to the following CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have a communicable disease.

- 4.10.1 Close off areas used by the person who is suspected or confirmed to have a communicable disease,
 - 4.10.2 If necessary, close off affected areas,
 - 4.10.3 Shared building spaces used by the person suspected or confirmed to have the communicable disease (e.g. elevators, lobbies, building entrances) must also be shut down or cordoned off, then cleaned and disinfected in a coordinated manner.
 - 4.10.3.1 The Authority will contact Ellicott Development Corporation if a person who has been suspected or confirmed to have a communicable disease has had access to the Ellicott Square Building.
 - 4.10.4 When possible, open outside doors and windows to increase air circulation in the area,
 - 4.10.5 Clean and disinfect all areas used by the person suspected or confirmed to have the communicable disease who is sick, such as offices, bathrooms, common areas, and shared equipment,
 - 4.10.6 Once the area has been appropriately cleaned and disinfected, it can be reopened for use,
- 4.11 Employees without close contact with the person suspected or confirmed to have

the communicable disease can return to the work area immediately after cleaning and disinfection.

4.11.1 Close contact is defined as being within six feet for at least 10 minutes.

4.12 If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Section 5. Health Screening and Testing

5.1 The Executive Staff will designate a Health Safety Monitor who oversees health screening and testing.

5.2 The Health Safety Monitor will be the point of contact for the professional medical group (PMG) providing medical guidance, screening and testing of any employee or Contractor, who has not been cleared to report at an Authority workplace or a worksite due to a communicable disease related issue.

5.2.1 The Health Safety Monitor will ensure that information relating to answers provided on the mandatory health screening questionnaire or other health-related issues is handled in a confidential manner in accordance with applicable law.

5.3 Employees will be subject to a daily health screening prior to entering an Authority workplace or a worksite, as described in paragraph 5.4 of this section.

5.4 Given the size of the Authority's workforce, a simple health screening questionnaire has been developed, accessible to employees and visitors using a smart phone, tablet, or computer.

5.4.1 Employees who do not have access to such devices may use a "proxy" to access the web-based health screening portal.

5.4.2 A proxy may be a family member, friend, co-worker, or supervisor.

5.5 Supervisors will have access to a separate look-up portal and are provided, via email, with reports listing employees who have been cleared or not cleared to work.

5.6 At a minimum, the Authority will screen all employees or visitors by requiring them to complete a questionnaire disclosing whether the employee or visitor has:

5.6.1 knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for the communicable disease or who has or had symptoms of the communicable disease, or

5.6.2 tested positive for the communicable disease in the past 14 days, and/or

5.6.3 has experienced any symptoms of the communicable disease in the past 14 days.

5.7 If an employee or visitor responds in the affirmative to any health screening questions, the web-based health screening program will alert the Health Safety Monitor.

5.7.1 The Health Safety Monitor will contact the employee or visitor to verify the answers given in the questionnaire and if appropriate, provide the employee or visitor with a number to arrange a tele-conference with PMG.

5.7.2 After speaking with the employee or visitor, PMG will send a report to the Health Safety Monitor indicating whether the employee or visitor is cleared or not cleared to report to an Authority worksite.

5.7.3 If employees answer in the affirmative to any screening questions, the health screening portal will instruct these employees not to physically report to work.

5.7.4 Such employees will not return to work until cleared by PMG.

5.7.5 PMG will provide these employees with information on healthcare and testing resources.

5.8 Employees and visitors will be advised, the submission of a health screening questionnaire is considered the filing of an instrument with a public servant or office. They will also be advised as to the legal consequences for filing a false instrument with the Authority.

5.9 To the extent possible, the Authority will maintain a log of every person, including employees and visitors, who may have had close contact with other individuals at a workplace or a worksite.

5.9.1 Log should contain contact information, such that all contacts may be identified, traced, and notified in the event an employee is diagnosed with the communicable disease. The Authority will cooperate with any public health agency responsible for contact tracing.

5.9.2 The Authority, however, will not log deliveries that are performed with appropriate PPE or through contactless means.

5.10 The Authority and its employees will take the following actions related to symptoms and contact:

5.10.1 If an employee has symptoms and *either* tests positive for the communicable disease *or* did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.

- 5.10.2 If an employee does *not* have symptoms *but* tests positive for the communicable disease, the employee may only return to work after completing a 14-day self-quarantine.
- 5.10.3 If an employee has had close contact with a person with the communicable disease for a prolonged period and is symptomatic, the employee should notify the Authority and will remain home and not return to work until completing a 14-day self-quarantine.
- 5.10.4 If an employee has had close contact with a person with the communicable disease for a prolonged period and is *not* symptomatic, the employee must notify a supervisor and the Health Safety Monitor. After consulting with PMG, the Health Safety Monitor has the discretion to direct the employee to remain home for 14 days, or to continue to work while adhering to the following practices and documenting such practices on a daily basis:
 - 5.10.4.1 **Regular monitoring:** If the employee does not have a temperature or symptoms, they should self-monitor under the supervision of the Health Safety Monitor and/or staff designated by the Health Safety Monitor.
 - 5.10.4.2 **Wear a mask:** The employee should always wear a face mask while in the workplace for 14 days after last exposure.
 - 5.10.4.3 **Social distance:** Employee should continue social distancing practices, including maintaining, at least, six feet of distance from others.
 - 5.10.4.4 **Disinfect and clean workspaces:** Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
- 5.10.5 If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately, following the above protocol for a positive case.

5.11 If an employee is critical to the Authority’s operation or safety of any worksite, the Health Safety Monitor will consult with the Erie County Department of Health. Applying the most up-to-date health standards, the Erie County Department of Health will determine whether the employee may work with additional precautions to mitigate the risk of transmission.

ARTICLE IX
COORDINATED PLANNING

Section 1. Other Relevant Plans

1.1. Emergency Response Plan

- 1.1.1. As part of its normal operations, the Executive and Senior Staff must regularly perform a Risk Assessment Analysis (“RAA”) and prepare an Emergency Response Plan (“ERP”) based on the findings of the RAA.
- 1.1.2. The Executive and Senior Staff is directed to review this Policy when performing a RAA.
- 1.1.3. The Executive and Senior Staff is directed to review this Policy when preparing an ERP.
- 1.1.4. The Board shall approve the adoption of the RAA and ERP.
- 1.1.5. If any provision within the RAA and ERP conflict with this Policy, the more restrictive and protective provision will apply.

1.2. Business Continuity Plan

- 1.2.1. As part of its normal operations, the Executive and Senior Staff must review and revise a Business Continuity Plan (“BCP”).
- 1.2.2. The Executive and Senior Staff is directed to review this Policy when reviewing and preparing a BCP.
- 1.2.3. The Board shall approve the adoption of the BCP.
- 1.2.4. If any provision within the BCP conflict with this Policy, the more restrictive and protective provision will apply.

1.3. Space Study

- 1.3.1. The Authority has retained the services of a consulting engineering firm to perform a space study relating to the operations conducted at the Union Road Service Center and the Ellicott Square Building.
- 1.3.2. Once the Space Study has been completed and reviewed by the Executive and Senior Staff, it will be forward to the Board for its approval.
- 1.3.3. Before the Authority approves or finalizes design plans for a new or modified facility, the design team will meet and discuss with the Plan Coordinator and the CDPP Response Team, plans relating but not limited to:
 - 1.3.3.1. office spacing and design,

- 1.3.3.2. HVAC,
- 1.3.3.3. wastewater storage and disposal,
- 1.3.3.4. window design,
- 1.3.3.5. technical or communication plans for remote access and network security, and
- 1.3.3.6. designated workspace for isolating essential workers.

Section 2. Effective Date

2.1 Except as otherwise stated in 2.2 of this Article, the Board directs this Policy and any amendment to this Policy shall take effective upon the adoption of a Board resolution.

2.2 The Board further directs the provisions contained in Articles VI and VIII relating to a pandemic workforce plan and health and safety plan shall be implemented by the adoption of a Declaration of Emergency.

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