

Public Employer Health
Emergency Plan
for
**Cornell Cooperative Extension
of Chautauqua County**

Effective: April 1, 2021

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.


Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

As the authorized official of Cornell Cooperative Extension of Chautauqua County, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signature:  _____

Printed Name: Emily Reynolds

Title: Executive Director

Date: April 1, 2021

Operations

The Executive Director and/or the Board of Directors holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan may be supported by additional personnel, at the discretion of the Executive Director and/or Board of Directors.

Upon the determination of implementing this plan, all employees will be notified with details provided as necessary, with updates provided on a regular basis as needed. Executive Director will maintain communications with the public, volunteers, vendors and constituents as needed throughout the implementation of this plan.

The Executive Director and/or the Board of Directors 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 Executive Director and/or the Board of Directors will direct the resumption of normal operations or operations with modifications as necessary.

The table below identifies the positions that are essential to be staffed at a work site, e.g. Association office, agricultural operation, farm visits, Taste NY stores, etc., for the continued operation of the Association.

- *Essential means an employee that is required to be physically present at a work site to perform his or her job.*
- *Non-essential means an employee that is not required to be physically present at a work site to perform his or her job.*

Some functions and associated personnel may be essential, but duties can be conducted remotely and therefore are not identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	Information Technology Contact	Establishes all priorities for IT tasks and provides support in setting up hardware and software, network management, and troubleshoots IT issues and repairs.
Business & Finance	<ul style="list-style-type: none">• Accounts Rep• Finance Coordinator	Authorizes payment of bills and purchases, receives cash/check payments, deposits funds, prints and prepares checks and payments.
Administration and Oversight Operations	<ul style="list-style-type: none">• Executive Director• Board of Directors	Develops and implements overall policy and procedures. Ensures all essential functions are maintained.

Remote Work and Staggered Shift Protocols

Non-essential employees able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Implementing staggered shifts and/or flexible working hours may be possible for personnel performing duties that are necessary to be performed in the office but not necessarily during core business hours. When possible, the Association will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure.

The decision to alter business hours, and/or require some or all staff to work remote or staggered shifts shall be made by the Executive Director in consultation with the Board of Directors. The decision to restrict access to the building shall be made by the Executive Director in consultation with Jamestown Community College (property owner)

The Association may assign or require some or all staff to work remotely for part or all of their weekday and/or workweek to reduce exposure to disease and best accommodate public health protective actions. Alterations to building access and the means by which the public interacts with Association employees may also take place to support these protections. Protective actions may include, but are not limited to building and/or office occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Departments, and CDC guidelines and requirements.

All association employees receive phone messages via e-mail. The Executive Director will record and place the outgoing phone message and make recommendations for individual out going staff phone messages.

The Executive Director and/or Supervisors will notify staff of approval and assignment of remote work duties, and work with IT to issue IT equipment necessary to facilitate remote work.

Employees may need to visit their normal work location to pick up mail, drop off paperwork, pick up supplies, etc. but time in the building/office will need prior authorization and must be minimized to control possible exposure and duties will be completed remotely as directed whenever possible.

Regular virtual meetings will be held to provide opportunities for discussion with all staff on any issues encountered and to monitor work progress.

Equipment will be provided through the IT contact for employees working remotely. Executive Director and/or Supervisors are responsible for determining the needs of their staff and facilitating the distribution of necessary equipment. Any purchasing must be approved by the Executive Director in advance of committing funds.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) means all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons as appropriate to work functions of our employees.

Procuring personal protective equipment (PPE) sufficient to supply essential workers required to work within the office location with at least 2 pieces of each PPE device needed for each work shift for at least six months.

The Association will make all efforts to mitigate supply chain disruptions by keeping a large enough supply of Personal Protective Equipment (PPE) on hand and by restocking PPE in a timely fashion to meet this requirement. The supply of PPE will be monitored to ensure integrity of supply and to track usage.

Staff Exposures, Cleaning, and Disinfection

The Association will follow all established local and state Department of Health and CDC guidelines. Based upon existing CDC guidance, we have established the following protocols:

Staff Exposure

An employee exposed to a known case of communicable disease that is the subject of the public health emergency (currently defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person) but without symptoms should remain at home as advised by CDC/public health guidance for the communicable disease in question. Employees with work responsibilities that align with remote work will be permitted to work remotely during this period where possible. Exposed employee must immediately notify the Executive Director or his/her designee once they are informed of their need to quarantine.

Staff Experiencing Symptoms

An employee that exhibits symptoms of the communicable disease that is the subject of the public health emergency should be immediately separated from other employees, customers, and visitors and sent home with a recommendation to contact their health care provider.

Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their health care provider.

Employees should not return to work until they have met the criteria to discontinue home isolation per CDC, NYS Department of Health, or public health guidance and have consulted with a healthcare provider, if advised.

Employee with symptoms must immediately notify the Executive Director or their designee of the circumstances and will be notified of the employee's approved return to work date prior to their return.

Staff Testing Positive

If an employee has tested positive for the communicable disease that is the subject of the public health emergency employee should follow appropriate steps from above. Employee testing positive must immediately notify the Executive Director or his/her designee of the test results and will be notified of the employee's approved return to work date prior to their returning to work.

The Executive Director and/or designee will follow local, state or federal notification procedures to assist with contact tracing and notification of close contacts of possible exposure. Confidentiality shall be maintained as required by law.

In the case of employee testing positive, displaying symptoms, or reporting potential exposure areas occupied for prolonged periods of time as well as any common areas entered, surfaces touched, or equipment used by the employee will be closed off, cleaned and disinfected immediately.

Cleaning and Disinfection

The Association will follow established local and NYS Department of Health and/or CDC/public health guidance, recommendations, and requirements for the disease in question. Association will coordinate and cooperate with the local public health office for additional guidance and support as needed.

All employees are responsible for cleaning their own workspaces. Shared workspaces must be cleaned at the end of working day/shifts, at a minimum.

The Executive Director will coordinate and establish cleaning guidelines and schedules for all cleaning and sanitation of the common areas. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task, as per established guidance. Surfaces will be disinfected with products that meet criteria for use against the disease in question and which are appropriate for that surface. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Leave Provisions

Public health emergencies are extenuating and unanticipated circumstances in which the Association is committed to reducing the burden on our employees when possible.

Additional leave provisions, e.g. for employee to be tested, treated, or in isolation or quarantine, may be enacted based upon need, guidance and/or requirements in place by federal, state or local employment laws, FMLA, executive orders, and other potential sources. Additional leave protocols shall not involve any action that would violate federal, state, or local law, including regarding sick leave or health information privacy.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document precise work hours and locations of each employee to support contact-tracing efforts. Identification of locations shall include on-site work and any off-site visits. Staff performing off site work will complete the program plan 10 days in advance for executive Director approval and follow all established programming protocols.

The Association may also maintain a list of all visitors, including dates and times of the visit, to assist in contact tracing should an employee or visitor test positive for the communicable disease after their visit.

This information may be used by the Association to support contact tracing within the organization and may be shared with local public health officials as necessary to facilitate compliance with public health directives.

Housing for Essential Employees

In the instance of a public health emergency when it may be necessary for essential employees to be lodged to help prevent the spread of a communicable disease and to protect these employees from potential exposures the Association Executive Director will coordinate with the County health department to help identify and arrange for these housing needs.