

Town of Fishkill Dutchess County, New York

Operation Plan for Public Health Emergency



January 6, 2021 Draft Version 1

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

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c.

This plan has been developed with the input of the Town of Fishkill PBA, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Town of Fishkill, 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 to address public health emergency planning requirements.

Signed on this day: **date**

By: Azem "Ozzy" Albra

Signature: **[REDACTED]**

Title: Town Supervisor



Record of Changes

Date of Change	Description of Change	Implemented by
01.21.2021	Draft Plan	Ozzy

DRAFT



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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. This law was amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, 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 Town of Fishkill. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the New York State Department of Health, or the Dutchess County Department of Behavioral & Community Health.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

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

- The health and safety of our employees and contractors, 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 expect 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.

Concept of Operations

The Town Supervisor of the Town of Fishkill, his/her designee, or his/her successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Fishkill shall be notified by phone and/or email as necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Town Board, Staff and Consultants, the Town of Fishkill Justice Court, and Residents will be notified of pertinent operational changes by way of emails, Swift 911, Government TV, Facebook, Twitter, and/or the Town website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Fishkill, his/her designee, or his/her successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency as determined by the Governor of the State of New York, the Town Supervisor of the Town of Fishkill, his/her designee, or his/her successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Fishkill is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable the Town of Fishkill to:

1. Maintain the safety of employees, contractors, and our constituency



2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Fishkill

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

Essential functions are prioritized according to:

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

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

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

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the Town’s Computer operations. Maintains the Town’s network and phone system.	1
Police Department	Responsible for the public safety of all residents and visitors, including protect people and property.	1
Highway Department	Responsible for the maintenance of all Town streets, public buildings, the parks, streets lights, transfer stations and garbage and recycling	1
Water/Sewer Operator	Responsible for the maintenance and operation of the Town’s water and sewer distribution system.	1
Building Department	Responsible for review of permit applications and plans for building permits, certificate of occupancy, Code Enforcement, plumbing inspections and ADA Coordinator.	1
Finance Department	Responsible for Budget preparation and maintenance, Banking and segregation of funds, Payroll, Purchasing and Accounts Payable, Collection and Accounts Receivable, Billing for taxes, water, and sewer and Debt management.	1
Human Resource Department	Responsible for all of the personnel functions, retirement, health insurance, and workers compensation.	1
Recreation Department	Responsible for programs and activities for the Town residents, including after school programs, summer camp, pool and parks programs. Assists with Liaison with the community.	1
Videographer	Responsible for the Town’s Government Channel and filming of all Meetings.	1
Town Clerk	The Clerk receives all official records of the Town, records ordinances, and issues licenses. Responsible for FOIL, Notice of	1



	claims, Marriage Licenses, Dog Licenses, Birth Records, Death Records, and the Municipal ID Program.	
Assessor	Responsible for the preparation of the fair and equitable assessments	1
Town Supervisor's Office	Supervises the Operations of all departments and units of Town Government.	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.

All Department Heads are deemed essential, unless deemed otherwise. In addition, a department may be deemed essential or non-essential pursuant to the time of year/season.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> • Consultant 	Essential for the maintenance of IT hardware and software, network management, remote workings, and help desk support.
Police Department	<ul style="list-style-type: none"> • All Uniform Officers • Commissioner • Dispatch 	Essential for the maintenance of public safety
Highway Department	<ul style="list-style-type: none"> • All Employees 	Essential for the maintenance of Town Infrastructure, Buildings, Roads and Assets.
Water/Sewer Department	<ul style="list-style-type: none"> • Consultant 	Essential for the maintenance of the Town's Water Plant and Water Infrastructure.
Building Department	<ul style="list-style-type: none"> • Building Inspector • Deputy Building Inspector • Fire Inspector 	Essential to the enforcement of the building code and code enforcement
Finance Department	<ul style="list-style-type: none"> • Comptroller • Municipal Analyst 	Essential to the operation of payroll, purchasing and accounts payable, collection of accounts receivable, billing for taxes, water and sewer bills, banking and debt management.
Human Resource Department	<ul style="list-style-type: none"> • Director 	Essential for the continued operations of all personnel functions, retirement, health insurance, new positions, and workers compensation.
Town Clerk	<ul style="list-style-type: none"> • Town Clerk • Deputy Clerk 	Receives and Maintains all of the official records, ordinances, and documents of the Town. Issues licenses and is the Freedom of Information Officer. Responsible for all marriage licenses and vital statistics.
Town Supervisor's Office	<ul style="list-style-type: none"> • Town Supervisor • Confidential Secretary • Deputy Supervisor • Communication Dir. 	Essential for the continued operations of all departments, Town Government units and Town functions.



Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

The Town of Fishkill has already implemented the protocols and personnel list of working remote. In coordination with the IT Consultant and Department Heads, the Town has already had personnel working from home during the COVID-19 Pandemic. The Department Head requests a position to work remotely to the Town Supervisor, who makes the final determination if a position is able to be performed remotely. The IT Consultant would then be authorized to implement the necessary requirements.

The Town's Videographer is able to remote film meetings and post information to the Town's Government Channel from any location.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours, within compliance of all Collective Bargaining Agreement's (CBA's) as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Town of Fishkill will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Please see Attached detailed Plans regarding each department as Appendix A.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves



- Disposable gowns and aprons
- Hand Sanitizer
- Clorox Wipes
- Disinfectant Spray
- Digital Thermometers

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees 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 in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee 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

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 Town has established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is ten minutes or more 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 the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Director of Human Resources must be notified and is responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.



- a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee 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 Director of Human Resources must be notified and is responsible for ensuring these protocols are followed.
- 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 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. The Town of Fishkill may require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do 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 Director of Human Resources must be notified and is responsible for ensuring these protocols are followed and contact the Dutchess County Department of Behavioral and Community Health.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply all the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Director of Human Resources or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.



4. The Director of Human Resources must be notified and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Town of Fishkill will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

The Town of Fishkill has also instituted Health Screening Questionnaires and Temperature Checks. Please refer to Appendix E.

The Town of Fishkill has been in contact with Pulse MD, which has provided the Town a portal for testing employees.

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 in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Cleaner and Motor Equipment Operators will be responsible for cleaning common areas, and the frequency of such.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Fishkill is committed to reducing the burden on our employees and contractors. The New York State Paid Leave for COVID-19 provides requirements related to the COVID-19 pandemic, and forms the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

The Town will abide by all of the financial regulations as prescribed by Federal, State, County or Local Laws and regulations.

It is our policy that employees of the Town of Fishkill will not be charged with leave time for testing if mandated by the Town of Fishkill. In no event shall an employee qualify for sick leave under New York's COVID-19 sick leave law for more than three orders of quarantine or isolation. The second and third orders must be based on a positive COVID-19 test.

If it is believed that an employee contracted COVID-19 from another employee or is mandated to quarantine by the Fishkill, that employee will be credited leave time.



Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Fishkill, and as such are not provided with paid leave time by the Town of Fishkill, 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. This will be done by logs, sign in sheets or employee time sheets or cards. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Fishkill to support contact tracing within the organization and may be shared with local public health officials.

Currently, the Highway Department and Buildings and Grounds Department have time clocks, and the remaining departments of the Town are on paper payroll documentation. The Town has budgeted and will be transitioning to a completely digital time clock and payroll system by Spring 2021.

The Town has also transitioned direct deposit for employee paychecks. The Director of Finance is responsible for handling and managing the information.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town of Fishkill essential operations.

If such a need arises, local hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of Fishkill will coordinate will identify and arrange for these housing needs. The basement of Town Hall has housing capabilities. The Highway Facility can also be converted into a housing facility.

Each Department Head is responsible for coordinating this, with the assistance from the Town Supervisor.



APPENDIX A

Sample Staff Reduction Plans by Department

Assessor Office

In the event of a reduced staffing event, the Assessor and the Assessor's Aide will work in the office on alternating days, ensuring there is only one person in the office at any time. Each employee will be responsible for maintaining a clean and sterile workspace during their shift and to disinfect the office space prior to leaving at the end of the day.

Building/Planning/Zoning/Fire Department:

The Building Inspector, Fire Inspector and Deputy Building Inspector will work individually, according to the workload.

Office staff will implement a split schedule, working opposite days or working from home. As during previous reduced-staffing emergencies, office staff will clean and sanitize surfaces throughout the day.

Residents submitting paperwork will be directed by signage to a box on the wall in the lobby to drop off permit applications. There will also be a larger bin in the lobby for things that cannot fit in the box on the wall. Staff from the Town Clerk's Office will check the drop box and bin at various times during the day and notify Building Department staff of any documents to collect.

Buildings/Grounds/Parks

The Buildings and Grounds staff will utilize split shifts to reduce the number of employees in the workplace at any given time. Shift splits will be based on workload and vehicles will be assigned to individuals as required.

Shift one: Buildings and Grounds Supervisor, Head Groundskeeper, Groundskeeper

Shift two: Maintenance Worker, Groundskeeper, Groundskeeper

Finance

If required to move to 50% staffing, a schedule of alternating work days will be implemented to reduce risk of exposure in the office. Staff who are not in the office are required to log into Town email and be available via telephone if necessary. (Finance office does not have remote access to financial software).

- Staff are responsible to clean their personal work spaces with sanitizing wipes and/or spray. Staff have all been given a supply of Clorox wipes and Lysol for their use.
- For commonly used equipment such as the copier and printer, staff are instructed to wipe down after each use. Sanitizing wipes are located at both machines.
- Staff are instructed to wear a mask when they leave their desks, even if still in the office.



- Cubicle extenders have been installed to provide additional barriers between staff work spaces.

Highway

Please find staffing plan for potential staff reductions. Although my staffing needs can change depending mainly on what Mother Nature May throw our way my plan would be as follows, and similar to what was done at the start of the pandemic:

Essential

Superintendent of Highways

Senior Working Supervisor

Working Supervisor

Mechanic rotation between 3Mechanic, with 2 mechanics on duty per shift

Groundskeeper/Cleaner

MEO assisting with cleaning

Non-Essential

5 HMEO Workers

3 MEO Workers

1 Maintenance Worker

Please note that weather will play a factor in staffing levels. Any type of storm especially a snow storm would deem whole department essential and staff will be called in as needed.

Police Department:

The Town of Fishkill Police Department will not implement a 50 percent staffing reduction.

Recreation Department:

The Recreation Department will implement policies for staff, visitors and the use of PPE and health screenings to ensure employee and visitor safety.

Staff

- 6 Feet between personnel will be kept at all times unless the nature of or safety of an activity prohibits 6 feet.
- Each day will be split into 2-3 shifts.
- 50% of our normal # of employees will be on schedule at a time.
- Departmental meetings will be conducted remotely or with at least 15 feet distance between each employee.
- Tightly confined spaces will be occupied by only one individual at a time
- Socially distant markers are posted throughout the facility.



- Departmental meetings will be conducted remotely or with at least 15 feet distance between each employee.

Visitors:

- Visitor access to the Recreation Center will be by appointment only.
- A screening will be performed over the phone while booking appointment to ensure that the visitor is not experiencing COVID symptoms, tested positive for COVID, or been exposed to anyone with COVID.
- All visitors must consent to having their temperature taken with a non-invasive forehead scanner upon arrival.

Health Screening and PPE

- Employees will complete a health screen form prior to each shift which will include their temperature reading.
- All visitors will be screened must consent to having their temperature taken with a non-invasive forehead scanner upon arrival.
- Masks or facial coverings will be worn by employees whenever not sitting at their desk/workstation, and whenever interacting with the public regardless of their location.

Hygiene, Cleaning and Disinfecting

- Regular cleaning of the facility will take place every night after hours by the cleaning company.
- High surface areas will be cleaned/disinfected frequently by a Rec employee.
- A cleaning log will be kept.
- The log will include date, time, staff name, staff signature, and type of cleaning such as “regular cleaning”, “high surface areas”, and “other.”
- Employees will wash/sanitize their hands frequently throughout the day, especially after using the restroom, coughing, sneezing, before & after handling food/eating, and any other time the employee deems necessary.
- Several touchless hand sanitizer stations are located throughout the facility.
- Two sinks are located in each restroom and two sinks are located in the kitchen for handwashing.
- Workspaces will not be shared.
- Shared equipment (ie. Copy machine) will be sanitized daily.
 - o Employees are urged to wipe down any shared equipment before each use and to wash/sanitize hands after and as frequent as possible.

Town Clerk/Tax Receiver

Residents will be directed by signage to place all in person payments in the drop box in the vestibule located in the front of the Town Hall building. Encourage residents to use USPS, fax, email, phone calls and/or scanning to conduct business.



If 50% staffing is mandated, the Town Clerk/Tax Receiver and Deputy will split the week as follows: 20 hours per person.

- Staff 1 - Monday 8 hours, Tuesday 8 hours, Wednesday morning 4 hours.
- Staff 2 - Wednesday afternoon 4 hours, Thursday 8 hours, Friday 8 hours.

If holidays or PTO arise, hours will be adjusted accordingly.

In-person office hours may be limited to 10:00 am – 3:00 pm if deemed necessary, with other times being determined by appointment.

Purchase one new laptop for Deputy to work remotely via VPN. The Clerk/Receiver already has one and can work remotely.

Protective glass has been installed throughout the building at all public counter spaces.

Each staff member must take their temperature at home, complete an assessment form and submit to Human Resources daily.

In the Town Clerk/Receiver of Taxes/Central Cashier office area the desks are currently 15 feet apart.

The Town Clerk's Office will keep a contact tracing log for all people who come up to our counter area for assistance.

There two containers for pens – 1 clean, 1 – used, and all pens are disinfected at close of business each day.

Staff uses only their own pens.

Each day the staff on duty wipes down with disinfectant, and sprays with disinfectant, the entire office at the end of their shift.



APPENDIX B

Additional Resources and References

Organization	Website
Centers for Disease Control and Prevention	https://www.cdc.gov/
New York State Department of Health	https://www.health.ny.gov/
Dutchess County Government	https://www.dutchessny.gov/
Dutchess County Behavioral & Community Health	https://www.dutchessny.gov/Departments/DBCH/dbch.htm
Hudson Valley Chapter of the American Red Cross	https://www.redcross.org/local/new-york/eastern-new-york/about-us/locations/mid-hudson-valley.html



APPENDIX C

Emergency Contact List

Town Supervisor Town of Fishkill	Azem “Ozzy” Albra 807 Route 52 Fishkill, NY, 12524 oyalbra@fishkill-ny.gov 845-831-7800 ext.3009 (<i>office</i>)
Chief of Police Town of Fishkill	Keith L. Dworkin 801 Route 52 Fishkill, NY, 12524 kdworkin@fishkillpd.org 845-831-1110 (<i>office</i>)
Highway Superintendent Town of Fishkill	Glenn Scofield 807 Route 52 Fishkill, NY, 12524 highway@fishkill-ny.gov 845-896-6013 (<i>office</i>) 845 590-5487 (<i>cell</i>)
Director of Human Resources Town of Fishkill	Gina Basile 807 Route 52 Fishkill, NY, 12524 gbasile@fishkill-ny.gov 845-831-7800 ext. 3318 (<i>office</i>) 845-745-8277 (<i>cell</i>)
Building Inspector Town of Fishkill	Joel Petrus 807 Route 52 Fishkill, NY, 12524 jpetrus@fishkill-ny.gov 845-831-7800 ext. 3321 (<i>office</i>) 845-590-8674 (<i>cell</i>)
Water and Sewer Operator Town of Fishkill	CAMO Pollution Control 1610 NY-276 Wappingers Falls, NY, 12590 mtremper@camopc.com 845-643-7310 (<i>24-hour answering service</i>)
Town Videographer Peter Skorewicz, Jr.	Peter Skorewicz, Jr. 807 Route 52 Fishkill, NY 12524 videoventures65@optonline.net 845-629-9864 (<i>cell</i>)



APPENDIX D

COVID IT Purchase Inventory

Laptops with Webcams	Quantity
Supervisor's Office	0
Town Board	1
Finance Department	0
Town Clerk	2
Building Department	0
Police Department	5
Planning Department	1
Water Department	0
Highway Department	1
Recreation	2
Human Resources	0



Personal Computer's with Webcams	Quantity
Supervisor's Office	2
Town Board	0
Police Department	0
Finance Department	0
Town Clerk	2
Building Department	0
Recreation Department	0
Sewer Department	0
Highway Department	1
Human Resources	0
Spare Webcams in Stock	0



Software	Quantity
Remote Access Software	0
Remote PC	0
SSL and Client Based VPN	5
Zoom	0
Webex	0
Synology Data Storage	0

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APPENDIX E

TO: Town of Fishkill Employees

FROM: Ozzy Albra, Town of Fishkill, Town Supervisor

DATE: June 09, 2020

RE: COVID-19 Return to Work Guidelines

The Town of Fishkill is tentatively scheduled to begin reconstitution on June 15, in conjunction with Dutchess County and other local municipalities. This plan will include the return of all employees to 100 percent staffing, during normal operating hours of 8:00 am to 4:30 pm, Mondays through Fridays. Public access to Town Hall will be limited appropriately based on recommendations and guidelines from public health experts.

In keeping with the Town's commitment to the health and safety of our employees and residents as our top priority, the Town will be implementing guidelines for both employees and members of the public. These guidelines are in place to create an environment which is as safe as possible for residents and employees, while being accessible and efficient to make it possible for us to best serve the community. It is critical that all employees know and adhere to the following guidelines:

A. Recommendations for work locations and workstations:

1) Access to building/workplace

a. Employees and visitors:

i: To gain entry to Town Hall, employees will be required to submit to having their temperature taken each day when they arrive at work. All employees must enter through the main lobby entrances (sliding doors) at the start of business, and Greg Totino, Secretary to the Supervisor will greet each employee and take that employee's temperature with a touch-free forehead scanner. Employees with temperatures about 100.4 degrees, or who are visibly sick, will be sent home.

ii: Town Hall will be open to the public from 9am to 4pm. Every visitor entering Town Hall must submit to having their temperature taken. A greeter will be stationed in the lobby to take each visitor's temperature and enforce safety policies such as social distancing and the wearing of masks. Public access to Town Hall will be limited to the Clerk's window, and all members of the public will be required to wear a mask and observe social distancing at all times inside Town Hall. The public will **not** be allowed to walk freely through the building.



2) Signage

- a. Notices for entrance requirements will be easily visible. Signage will instruct all members of the public to wear a mask to gain entry, to be prepared to have their temperature checked, and to observe social distancing.
- b. Notices will be posted in common work areas to remind employees of proper social distancing, cleaning protocols, use of hand sanitizer, wearing of face coverings, etc.

3) Personal Protective Equipment (PPE) and Cleaning Protocols

- a. Appropriate PPE and sanitizing supplies will be available to every employee for use while working. Requests for additional PPE should be sent to Olympia DelBianco-Sexton via email at odelbianco-sexton@fishkill-ny.gov. Distribution of supply requests will be available the following business day.
- b. Employees are required to clean their workspace with provided cleaning/sanitizing products when they arrive at Town Hall. Before using, clean other employee's phones, desks or other tools and equipment.
- c. Employees must wear a face mask in public and shared spaces.
- d. Social distancing, handwashing and all other guidelines regarding infection control, hygiene and personal protective equipment remain in effect and are not superseded by this memorandum.

4) Best Practices:

- a. All staff should maintain social distancing (at least six feet) from others when possible. Minimize in-person meetings as much as possible, or limit meeting groups to a size where six feet distance can be maintained and use face coverings/masks.
- b. Remember to cover your nose and mouth when coughing or sneezing and dispose of tissues in waste receptacles,
- c. Regularly wash your hands for at least 20 seconds with soap and water/use hand sanitizer.
- d. When using copiers, faxes, conference rooms, etc. staff should wipe down items with appropriate cleaning supplies. Notices will be posted reminding employees to clean equipment when they are done using it and avoid using other employees' desks, phones, computers or other equipment when possible.



It remains the Town's first priority to protect the health and safety of our employees. It is vital for every member of the staff to continue to exercise caution and strict adherence to health and safety guidelines as we look to resume normal operating activities. To this end, the Town encourages any employee who is sick to stay home, and to follow any advice from their regular physician regarding quarantine or self-isolation. Employees should refer to the Town's existing COVID-19 reporting guidelines if there are any questions about how or whether to report a health situation.

If there are any changes to policy, delays in reconstitution or additional actions which must be taken, you will be notified as soon as possible. If you have any questions or problems you can see Sharon Mitchell, Comptroller, or myself.

DRAFT



Town of Fishkill
COVID-19 Blue Print For
Re-Opening Procedures and Recovery Guidance

EMPLOYEE RETURN TO WORK QUESTIONNAIRE

Ask employees initially returning to work:

1. Have you been infected with the virus in the past 14 days? Yes No
2. Have you had a fever in the past 14 days? Yes No
3. Has anyone in your home had the virus within the past 14 days Yes No
4. Have you traveled anywhere considered to be a COVID-19 hotspot? Yes No

If any of the above answers are “yes” the employee should be sent home immediately until all answers are “no.”

This questionnaire will be returned to the Human Resources Office.

Date

Signature

