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TOWN OF YORKTOWN
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This is a resolution adopted by the Town Board of the Town of Yorktown at an emergency meeting held on Wednesday, March 31, 2021.

RESOLVED, the Town hereby adopts, under N.Y. Labor Law 27-c, its "Public Employer Health Emergency Plan for Town of Yorktown," for use in the event of certain declared public health emergencies.

Diana L. Quast

Diana L. Quast, Town Clerk
Town of Yorktown
Certified Municipal Clerk

Date: March 31, 2021

cc: Matthew J. Slater, Town Supervisor
Councilman Thomas Diana
Councilman Edward Lachterman
Councilman Vishnu Patel
Councilwoman Alice Roker
Margaret Gspurning, Human Resources
Adam Rodriguez, Town Attorney
file

Public Employer Health Emergency Plan for Town of Yorktown

Plan approved by Yorktown Town Board Resolution on March 31, 2021.

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

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Promulgation

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.

This plan has been developed with the input of CSEA, Local 1000, AFSCME, AFL-CIO; Town of Yorktown Police Benevolent Association, Inc.; and Town of Yorktown Superior Officers Benevolent Association, Inc., 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 the Town of Yorktown, 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.

Signed on this day: March 31, 2021

By: Matthew Slater

Title: Town Supervisor

Signature

A handwritten signature in black ink, appearing to read "Matthew Slater", is written over a horizontal line. The signature is fluid and cursive.

Record of Changes

Date of Change	Description of Change	Implemented by

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 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.

Scope

This plan was developed exclusively for and is applicable to Town of Yorktown. 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
- Hazard assessment to be conducted to determine the appropriate protocols, programs, protection, PPE, etc. to be put in place depending on the nature of the identified communicable disease.
- Other guidance, which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of 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 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
- All applicable CDC, DOH, DOL PESH recommendations, guidelines, and regulations will be followed
- 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 Yorktown, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Additional personnel, at the discretion of the Town Supervisor, may support implementation, monitoring of operations and adjustments to plan implementation.

Upon the determination of implementing this plan, all employees and contractors of the Town of Yorktown shall be notified by phone and/or email or other designated means, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All employees and contractors of the Town of Yorktown will be notified of pertinent operational changes by way of phone and/or email or other designated means. 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 Yorktown, their designee, or their 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, the Town Supervisor of the Town of Yorktown, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

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

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and 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 Yorktown

The Town of Yorktown 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 Town of Yorktown have been identified as:

Essential Function	Description	Priority
Information Technology (Sullivan Data)	Provides all hardware and software for the Town. Maintains the Town's computer network. Maintain relationship to ensure Town has capacity to keep network operating.	1
Phone system (Verizon)	Maintains the Town's phone system continues to be operating	2
Police Department	Protectors of life and property within the Town of Yorktown	1
Highway Department	Ensure roads are kept clear for emergency vehicles	1
Water Department	Maintains Town's potable water supply	1
Building Maintenance Department	Responsible for the cleaning, disinfecting and sanitizing of Town building's: AACCCC and Town Hall.	2
Town Court	Limited to virtual arraignments and emergent clerical functions	3
Building Department	Responsible for inspecting homes and buildings for health, safety and structural integrity.	1
Sewer Department	Ensure Town's sewer plant and pump stations are functioning	1
Town Hall	Leads Town government and supports other Town essential functions	1
Central Garage	Support maintenance and repair of Town vehicles	2
Refuse & Recycling	Responsible for the collection of environmental & organic yard waste; this includes town wide trash receptacles, as well as curbside residential collections.	2

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology (Sullivan Data)	<ul style="list-style-type: none"> ● Comptroller ● YPD Assistant Staff Division Commander 	<ul style="list-style-type: none"> ● Main contact with third party vendor for IT support. ● Main contact with third party vendor for YPD – IT support.
Phone System (Verizon)	<ul style="list-style-type: none"> ● Comptroller 	<ul style="list-style-type: none"> ● Main contact with third party vendor for Phone system support.
Police Department	<ul style="list-style-type: none"> ● Police Chief ● Lieutenants ● Sergeants ● Police Officers ● Dispatchers 	<ul style="list-style-type: none"> ● All employees listed are essential for the daily function of the Police department. The department employees are the protectors of life and property within the Town of Yorktown.
Highway Department	<ul style="list-style-type: none"> ● Hon. Highway Superintendent ● General Foreman (Highway) ● Assistant General Forman ● Road Maintenance Foreman ● Lead Maintenance Foreman ● Welder/Mechanic ● Mechanics ● HMEO's ● MEO's ● Laborers ● Secretary ● Stock Clerk 	<ul style="list-style-type: none"> ● All employees listed are essential for daily function of the Highway Department. The department is responsible for the safety of our roads and for the organic waste yard. Mechanics are responsible for all town vehicles used daily and through storm emergencies (trucks, sanders, etc.) All activities daily include routine preventative maintenance including sanitation. <p>*** Office staff are essential for all daily routine procedures, rules, scheduling, parts pick up, dispatching, and all involved in communication per daily services provided by the department.</p>
Water Department	<ul style="list-style-type: none"> ● Distribution Superintendent 	<p>We are a water utility. All titles listed are essential for all emergencies, daily maintenance and daily operations of the water distribution system.</p>

	<ul style="list-style-type: none"> ● Assistant Distribution Superintendent ● Water Maintenance Foreman ● Water Maintenance Assistant Foreman ● Water Maintenance Workers Grade I ● Water Maintenance Workers Grade II ● Meter Foreperson ● Meter Service Worker ● Meter Readers ● Senior Auto Mechanic ● HMEO ● MEO ● Laborers 	
Building Maintenance Department	<ul style="list-style-type: none"> ● General Forman (R&R/CG/Building Maintenance) ● Lead Maintenance Mechanic – Repair ● Maintenance Mechanic – Repair ● Laborers 	<ul style="list-style-type: none"> ● All employees listed are essential to provide safe and secure Town facilities. These requirements include routine and preventative maintenance, including the cleaning and sanitization of the AACCCC Building and Town Hall.
Town Court	<ul style="list-style-type: none"> ● Honorable Judges ● Chief Court Clerk ● Deputy Court Clerk 	<ul style="list-style-type: none"> ● Limited to virtual arraignments and emergent clerical functions
Building Department	<ul style="list-style-type: none"> ● Building Inspector ● Assistant Building Inspectors ● Fire Inspector 	<ul style="list-style-type: none"> ● All employees listed are essential for life, health and safety for all residential and commercial buildings.
Sewer Department	<ul style="list-style-type: none"> ● Assistant Sewer Treatment Plant Superintendent ● Maintenance Workers (Mechanic) ● Sewer Maintenance Workers ● Principal Engineering Technician 	<ul style="list-style-type: none"> ● NYSDEC regulations require on-site supervision of a licensed operator. Supervisor and staff perform daily checks of mechanical equipment, wastewater sampling, pump stations, monitoring of collections system, respond to alarms, order chemicals & supplies, perform preventative maintenance, repair equipment when necessary

	<ul style="list-style-type: none"> • HMEO 	
Town Hall	<ul style="list-style-type: none"> • Hon. Town Supervisor • Hon. Town Board Members • Hon. Town Clerk • Comptroller • Human Resources • Town Attorney 	<ul style="list-style-type: none"> • Town Supervisor and Town Board: Executive and Legislative management of daily town functions. Governing body of the Town of Yorktown. • Clerk of the Town Board, filing of Vital Records, collection of fees. Some Town Clerk functions must be done in the office, but other functions can be performed remotely. • The Comptroller is responsible for all day-to-day finances of the Town including but not limited to – emergency authorizations, computers, payroll, vendor payments (approval of payments/printing of checks), revenue receipts, worker’s comp etc. • Human Resources is responsible for, in conjunction with Town Supervisor, to ensure Town employees are aware of their responsibilities and protocols to follow during a health emergency, help to facilitate PPE supplies when all supply chain resources have been exhausted and ensure employee’s follow CDC and State Department of Health guidelines, when there is potential exposure. • Town Attorney is chief legal officer for the Town, its elected officials, department heads, and its various boards.
Central Garage	<ul style="list-style-type: none"> • Lead Maint. Mechanic • Auto Mechanics 	<ul style="list-style-type: none"> • All employees listed are essential for daily function of the Central Garage. The mechanics are required to keep essential Town vehicles safe & operational. These include the vehicles in the Police Department, Refuse & Recycling, Building Maintenance, etc.
Refuse & Recycling	<ul style="list-style-type: none"> • Lead Maint. Mechanic • Maint. Mechanic Sanitation • Motor Equipment Operators • Laborers • Office Assistant 	<ul style="list-style-type: none"> • All employees listed are essential for daily function of the Refuse & Recycling Department. This department is responsible for the collection and disposal of environmental & organic yard waste; this includes trash pails throughout Town as well as curbside residential collections. Office staff is essential for communications of rules, regulations & scheduling related to this service.
Senior Nutrition	<ul style="list-style-type: none"> • Site Manager • Meal Preparers • Meal Delivery persons 	<ul style="list-style-type: none"> • Senior/Nutrition Services and meal deliveries.

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.

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 can work remotely – see Appendix 1
2. The Town Supervisor in conjunction with the appropriate Department Head will authorize approval and assignment of remote work
3. Town employees who are to work remotely will need to complete a weekly work activity log – see Appendix 2
4. Non-essential employees and contractors who can work remotely will be provided with
 - a. Internet capable laptop or
 - b. Access to VPN and/or secure network drives
 - c. Access to software and databases necessary to perform their duties
 - d. Town provided phones or personal cell phones will be utilized for day-to-day telephone communication

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 as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Town of Yorktown will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Essential employees who will be working staggering shifts identified by the Town Supervisor in conjunction with the appropriate department head based on the needs of each individual department and the local status of the health emergency.

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

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, work location and a hazard assessment will be conducted in order to determine the appropriate PPE depending on the nature of the identified communicable disease
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

All Town employees will be provided with masks and gloves. Face shields are available for employees. The distribution and use of specific PPE is determined by the appropriate Department Head with consideration for each essential workers job function.

Attached is Appendix 3 which contains an excel spreadsheet for each essential department's current inventory of PPE and disinfecting/sanitizing supplies and vendors. For those employees required to wear N95 masks they must follow OSHA's Respiratory Protection Standard, which is enforced by PESH for Public Sector. This standard requires that employees be medically cleared and fit tested for the respirator they are being supplied with.

Within Refuse & Recycling/Central Garage/Building Maintenance departments, their respective supplies are kept in supply closet's which employees have access to. The inventory is monitored and maintained by the General Foreman.

Within the Water Department, their PPE is stored in a back room and kitchen area. Their cleaning supplies are stored in the men's locker room cleaning closet. The Assistant Superintendent, Foreman and Assistant Forman

have access to supplies and distribute as needed. They are responsible for monitoring and maintaining two months of PPE Stock and cleaning supplies.

Within the Highway Department, their PPE is kept in a closet that can be accessed by all Highway employees. The inventory is monitored and maintained by the Stock Clerk and General Foreman (Highway).

Within the Sewer Department, their PPE is kept in a locked storage cage. The Assistant Sewer Treatment Plant Superintendent and a Sewer Maintenance worker have access to supplies and distribute as needed. They are responsible for monitoring and maintaining their inventory.

Department Heads should keep a running total of PPE and notify Human Resources when in need after exhausting all attempts to procure on their own. The head of Human Resources will work with the YPD Staff Division Commander and Emergency Manager to coordinate in order to obtain supplies from the Westchester County Department of Emergency Services when supplies are available.

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, we have established the following protocols regarding COVID-19 and may be revised depending on the nature of the identified communicable disease:

- 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 a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 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 Town Supervisor and 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
- 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. Town of Yorktown will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, 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 Town Supervisor and Human Resources must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 1. Apply 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, the Town Supervisor and 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 Town Supervisor and Human Resources must be notified in these circumstances 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. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces 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 4 times a day.
 - b. Each Town Building's maintenance is responsible for cleaning common areas at least 4 times a day.
2. Staff tasked with cleaning and disinfecting areas will be trained in the safe use of the chemicals used and be provided with the Safety Data Sheets (SDS) and 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.
6. All OSHA/PESH standards including Hazard Communication and NYS Right to Know will be followed.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Town of Yorktown is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Town of Yorktown will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Town of Yorktown will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Town of Yorktown will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Town of Yorktown, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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 Town of Yorktown, and as such are not provided with paid leave time by Town of Yorktown, unless required by law.

The Town of Yorktown Police Department will follow the guidance of General Order #2.01 Sick Leave Policy and procedures for coronavirus exposure - see Appendix 4.

See Appendix 5 for the current guidance from the State of New York Public Health Officials regarding Paid Sick Leave.

Documentation of Work Hours and Locations

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

Each Town employee completes a paper-based timesheet for tracking hours. All Town facilities have a non-contact infrared thermometer to be utilized on every person entering the site, answer COVID-19 questions and required to complete a contact tracing form. The forms are sent to Human Resources weekly and are kept if needed for contact tracing.

Emergency Housing

With any infectious disease, the Town of Yorktown understands that social distancing measures are paramount to stopping its spread. Thus, the Town of Yorktown encourages employees to remain domiciled in their current homes. It will maintain flexibility about emergency housing for future pandemics after consulting with the Westchester County Department of Health.