

Public Employer Health Emergency Plan for Village of Croton-on-Hudson

date of approved plan March 15, 2021

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 Teamsters 456 and Croton Police Association Unions 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.

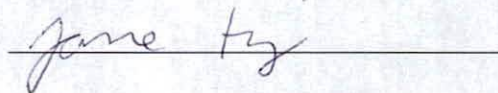
As the authorized official of Village of Croton-on-Hudson, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c, to address public health emergency planning requirements.

Signed on this day: March 17, 2021

By: Janine King

Title: Village Manager

Signature:

A handwritten signature in cursive script, appearing to read "Janine King", is written over a horizontal line.

Record of Changes

| Date of Change | Description of Change | Implemented by |
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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, requiring 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 the Village of Croton-on-Hudson. 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 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 expect us to maintain a level of 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 Village Manager of the Village of Croton-on-Hudson, their designee, or their 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 Village Manager.

Upon the determination of implementing this plan, all employees of Village of Croton-on-Hudson shall be notified by the Village Manager and/or Department Heads verbally and/or by email with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents will be notified of pertinent operational changes by way of the Village's outreach alert system which forwards emails, text and phone messages to residents and businesses. Information will be placed on the Village website and social media. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Secretary to the Village Manager will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Village Manager of Village of Croton-on-Hudson, 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 Village Manager of the Village of Croton-on-Hudson, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the Village of Croton-on-Hudson 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 Village of Croton-on-Hudson

The Village of Croton-on-Hudson 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 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 essential functions for Village of Croton-on-Hudson have been identified as:

| Essential Function | Description | Priority |
|-----------------------|---|----------|
| Police Dept. | Public safety | 1 |
| EMS Dept. | Public safety | 1 |
| Fire Dept. | Public safety | 1 |
| Dept. of Public Works | Refuse/recycling, water supply systems, repair facility, building maintenance | 1 |
| Treasurer's Dept. | Payroll, bank deposits, accounts receivable, accounts payable, and receipt of payments. | 1 |
| Manager's Office | Distribution of mail and deliveries, supervisory functions | 2 |

| | | |
|-------------------|---|---|
| Engineering Dept. | Building inspections, code enforcement, record searches | 2 |
| Village Clerk | Official certifications, FOILs, records search, some personnel transactions | 3 |
| Parking Dept. | Parking enforcement | 4 |

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 |
|------------------------------------|--|--|
| Police Department | <ul style="list-style-type: none"> • Police Chief • Lieutenant • Sergeants • Police Officers • Police Dispatcher • School Crossing Guard | Public safety |
| Fire Department | <ul style="list-style-type: none"> • Fire Chief • Asst. Chiefs • Firefighters | Public safety |
| EMS | <ul style="list-style-type: none"> • EMTs • Drivers • Support Crew | Public safety |
| DPW Refuse/Recycling | <ul style="list-style-type: none"> • Laborer • Skilled Laborer • Motor Equipment Operator | The Laborers and Skilled Laborers collect garbage from the back of the sanitation truck. The Motor Equipment Operator is responsible for driving the vehicle being used. |
| DPW Water Supply System | <ul style="list-style-type: none"> • Water Maint. Worker I • Water Maint. Worker II • Water Maint. Foreman • Heavy Motor Equipment Operator | Water Maintenance Workers I and II are responsible for the maintenance and repair of the Village water supply system. The Water Maintenance Foreman is responsible for the testing, reporting and treatment of the Village water system. |
| DPW Repair Facility | <ul style="list-style-type: none"> • Assistant Auto Mechanic • Automotive Mechanic • Lead Maint. Mechanic (Automotive) | All positions listed are responsible for the regular maintenance and emergency repair of all equipment needed for essential functions throughout the Village. This includes repair of police and fire equipment. |
| DPW Building Maintenance | <ul style="list-style-type: none"> • Maintenance Worker (Repair) • Assistant General Foreman | The Maintenance Worker (Repair) is responsible for the daily maintenance, emergency repairs and cleaning of all Village owned buildings and structures. The Assistant |

| | | |
|------------------------------|--|---|
| | | General Foreman is responsible for the implementation of the Building Maintenance Plan as well as communicating updates and repairs to Village staff. |
| DPW Administration | <ul style="list-style-type: none"> • Superintendent of Public Works* • General Foreman <p>*Some duties can be performed offsite.</p> | Both the Superintendent of Public Works and the General Foreman are responsible for communicating updates and requirements with Village staff and residents, scheduling essential work with given restrictions, and implementing appropriate measures to ensure compliance with current requirements. |
| DPW Parks Dept. | <ul style="list-style-type: none"> • Asst. General Foreman (Parks) • Park Ranger • Park Attendant | The Parks Foreman is responsible for overseeing the maintenance, emergency repairs and cleaning of all Village owned Parks. Patrols parks to ensure rules and regulations of parks are followed. |
| Treasurer's Dept. | <ul style="list-style-type: none"> • Office Asst. or Treasurer's designee | Opening and sorting mail for Finance Dept. Matching of vouchers for checks to be mailed. |
| | <ul style="list-style-type: none"> • Village Treasurer/Deputy Treasurer | Bank deposits, issuing checks, payroll |
| | <ul style="list-style-type: none"> • Senior Account Clerks | Issuing Tax and Utility Bills, Accounts Payable and Receivables |
| Manager's Office | <ul style="list-style-type: none"> • Scheduled employee of the day | Distribution of Mail, Sustaining Quality of Operations. assist other departments, onsite work. |
| Village Clerk | <ul style="list-style-type: none"> • Village Clerk • Deputy Village Clerk | Official Certifications, FOILs, Records search, some Personnel transactions |
| Court | <ul style="list-style-type: none"> • Court Officer | Only if there are in-person sessions. |
| Engineering Dept. | <ul style="list-style-type: none"> • Fire Inspector • Building Inspector • Asst. Building Inspector • Office Manager | To perform on-site or off-site duties only, code enforcement, building inspections, record searches |

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 are 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-see below
2. Approval and assignment of remote work will be at the direction of the Department Heads.
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop will be provided by the Village.
 - b. Necessary supplies will be provided by the Village.
 - c. Access to VPN and/or secure network drives will be provided by IT person.
 - d. Access to software and databases necessary to perform their duties will be provided by IT person.
 - e. Telephone communications will be available through laptops provided by the Village.

The following is a list of all “non-essential” employees as defined for this emergency plan and can perform their job duties remotely:

ASSOCIATE VILLAGE JUSTICE**
ASSESSOR
ASSISTANT COURT CLERK**
ASST DISTRICT ATTORNEY(VILLAGE)**
ASST. VILLAGE ENGINEER*
COURT CLERK **
DATA ENTRY OPERATOR
DEPUTY VILLAGE CLERK*
DEPUTY VILLAGE TREASURER*
FIRE INSPECTOR*
INTERMEDIATE CLERK
MAYOR
PARKING OFFICE MANAGER*
RECREATION ASSISTANT
RECREATION LEADER
RECREATION SPECIALIST
RECREATION SUPERVISOR
SEC PLANNING BOARD*
SECRETARY TO VILLAGE MANAGER*
SUPT OF PUBLIC WORKS*
VILLAGE CLERK*
VILLAGE ENGINEER*
VILLAGE JUSTICE**
VILLAGE MANAGER*
VILLAGE TREASURER*
VILLAGE TRUSTEE

*may need to perform duties on-site at times, staggering personnel.

** Court personnel will become essential for in-person sessions or will follow the NYS Court Administrative Office guidance.

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, Village of Croton-on-Hudson 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

Staggering shifts will be as follows per Department:

Police Department:

Croton Police Department may transition from its regularly rotating shift schedule, to a steady 8/4, 4/12, 12/8 model. Each shift will be covered by a Supervisor and two Patrol Officers with the Dispatcher working one of the 8-4 shifts. All personnel may be re-scheduled to work a limited 4 days on, followed by 4 days off as to limit contact/exposure within the workplace, as well as the community.

Approval and assignment of work will be at the discretion of the Police Chief.

Department of Public Works:

Level 1

The Department of Public Works staff will be split into two separate shifts.

The first shift will begin work at 7:00 AM and end their day at 3:30 PM. The second shift will start at 7:30 AM and end at 4:00 PM. All employees will report to the DPW facility. Each shift will not be allowed into the building until the start of their day and will also stagger their lunch period. This will eliminate interaction between shifts.

The assignment of shifts and crews will be the responsibility of the Superintendent of Public Works.

To the extent possible, crews within the shifts will be kept together for the duration of the period with which staggered shifts are required. This will reduce interaction between employees and make it easier to determine who may have been exposed if a positive diagnosis is reported.

Level 2

The Department of Public Works staff will be split into two separate shifts, and report to one of four different locations.

The first shift will begin work at 7:00 AM and end their day at 3:30 PM. The second shift will start at 7:30 AM and end at 4:00 PM. All employees will report to the facility which they have been assigned. Each shift will not be allowed into their facility until the start of their day and will also stagger their lunch period. Employees will only be allowed to enter the facility they have been assigned. The four locations are as follows:

DPW facility – 435 Yorktown Road

Black Rock Park – 19 Quaker Bridge Road

Municipal Place Building – 3 Municipal Place

Water Pump Station – 340 Grand Street

The assignment of shifts and crews will be the responsibility of the Superintendent of Public Works.

To the extent possible, crews within the shifts will be kept together for the duration of the period which staggered shifts and locations are required. This will reduce interaction between employees and make it easier to determine who may have been exposed if a positive diagnosis is reported.

Fire Department & Emergency Medical Services

Fire Department and Emergency Medical Services will follow internal controls direct by the Chiefs of each department.

Administration

Administrative Offices: All administrative staff that have the capability to work from home will do so; however, there are certain duties that need to be performed onsite and will follow protocols below per department.

Manager's Office: Village Manager, Village Clerk, Secretary to the Village Manager:

Will alternate days in office, working every other day or as needed to perform onsite duties and provide any onsite assistance to other departments. Village Manager will work at their discretion.

Parking Dept.: Parking Manager and Office Assistant would stagger workdays as needed to perform onsite duties. Parking Enforcement Officers will be on a staggered workday to avoid interaction.

Treasurer's Dept.: Treasurer and Deputy Treasurer will alternate workdays as needed to perform onsite duties. Two Senior Account Clerks will alternate workdays needed to perform onsite duties.

Recreation Dept.: Recreation Supervisor and Recreation Assistant will stagger workdays as needed to perform onsite duties. Alternatively, one employee could work in Recreation Office and the other could work in the Recreation Conference Room.

Court: Will follow guidance from the NYS Court Administrative Office.

Engineering Dept.: Village Engineer, Asst. Village Engineer, Fire Inspector and Planning Board Secretary/Office Manager will all work offsite to extent practicable alternating days for onsite work with no more than two employees in the office at one time.

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. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

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 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.

The PPE required is stated below. Department Heads with the assistance of the Village Clerk, if needed, will secure the required PPE needed for their department.

Vendors that will be used to supply PPE are Staples, WB Mason and Office Depot as well as any county or state resources.

Each Department Head will store their supplies in an area allowing for easy access and monitoring for distribution to employees.

Police Department:

- 2,500 disposable face masks.
- Latex Ultra One disposable safety Gloves (Med, Lg, XL) [10 cartons].
- Deluxe Tyvek style protective clothing (Lg, XL) large, coveralls with Reusable plastic face shields (3 cases).
- Skid resistant shoe/boot covers (2 cartons).
- Emergency Rescue Blankets (2 cases).

Cleaning supplies

- Lysol disinfecting wipes (6 cases).
- Lysol disinfecting spray (2 cases).
- Glass Cleaner (1 case).
- Purell foam refills (3 cases).
- Purell 2 oz personal hand sanitizer spray (3 cases).
- Weekly professional disinfecting cleaning of Police Headquarters and police vehicles

Department of Public Works

- DPW will store three months' worth of PPE which will be approximately 7,000 masks and 10,000 gloves. This material will be stored in the DPW facility and will be distributed to personnel as needed. Hand sanitizer and cleaning supplies will also be stockpiled for use during the medical emergency.

Fire Department and EMS

- Will store required PPE as determined by their respective Chiefs.

All other Departments:

- As specified in the amended law, each Department Head will provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months.
- PPE will include masks, gloves, face shields or any other equipment needed.
- Hand sanitizer and soap as well as cleaning supplies, such as disinfectant wipes, spray and towels will also be stockpiled for use during the medical emergency.

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:

- A. If employees are exposed to a known case of communicable disease that is the subject of the public health emergency:
 1. Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the applicable period recommended pursuant to current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be required to work remotely during this period of time if they are not ill.
 - b. The Department Head will notify the Village Manager and/or Deputy Manager and is responsible for ensuring these protocols are followed
 - c. For the purpose of contact tracing, Department Heads must keep an ongoing record of daily attendance.

2. Provided that applicable CDC guidelines authorize doing so, 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 our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee 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 Village Manager is the decision-maker in these circumstances and is responsible along with the Department Head for ensuring these protocols are followed
- B. If an employee exhibits symptom of the communicable disease that is the subject of the public health emergency:
 1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees 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. Village of Croton-on-Hudson 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 state or local 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 Department Head must be informed in these circumstances who in return will notify the Village Manager and together will be responsible for ensuring these protocols are followed.
- C. If an employee 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 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 exposures will be conducted
 - a. If an employee is confirmed to have the disease in question, the Department Head 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 Village Manager must be notified in these circumstances and who 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 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 will be disinfected at least twice daily.
 - b. Each Department Head will set up a schedule for cleaning common areas
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 Leave

Public health emergencies present extenuating and unanticipated circumstances in which the Village is committed to reducing the burden on our employees. This policy may be altered based upon changes in law or regulation, as applicable. In the event of a declared public health emergency, the Village shall

provide all employees with such paid and/or unpaid leave as is required by applicable state, federal or local law, executive order, rule and/or regulation. Currently, such leave consists of the following:

NYS Paid Emergency Sick Leave Law

Under currently applicable law, rule and regulation, employees may be entitled for up to fourteen (14) calendar days of paid leave without charge to accrued leave time pursuant to the NYS Paid Emergency Sick Leave Law if the employee is under a government or Department of Health mandated order of quarantine or precautionary isolation and unable to work remotely. Eligibility may also depend upon the employee's adherence to certain CDC and/or State travel advisories.

Paid Leave

Employees may also utilize whatever accrued and unused sick, personal or vacation leave they have available pursuant to any applicable collective bargaining agreement, employment agreement or Village policy, consistent with the terms thereof for the type of leave being utilized.

Additional provisions for paid leave may be enacted in the future based upon need and the guidance and requirements put in place by federal and state employment laws, executive orders and other applicable laws, rules and regulations.

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

Documentation of Work Hours and Locations

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

Each Department head is responsible for managing this information which will only be utilized when contact tracing becomes necessary.

Police Department: The IMPACT software which holds the daily blotter and sign in book.

Department of Public Works - Daily work assignment log.

Engineering Department – Shared outlook calendar and MUNIS software.

Recreation Department – Paper log.

Finance Department – Excel spreadsheet.

Justice Court – Excel spreadsheet.

Manager and Clerk Office – Excel spreadsheet.

Parking Department – Employee timesheets.

Housing for Essential Employees

If necessary and to the extent applicable to the needs of the workplace, the Village Manager will contact the Westchester County Health Department to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency.