

# CITY OF ITHACA PUBLIC HEALTH EMERGENCY OPERATIONS PLAN

Adopted: March 16, 2021

This plan has been developed in accordance with Section 27-c of New York State Labor Law

## Promulgation

This plan has been developed in accordance with Section 27-c of New York State Labor Law.

This plan was adopted after the City of Ithaca CSEA Administrative Unit, the City of Ithaca CSEA DPW Unit, the Ithaca Professional Firefighters Association, the Chief Officers Unit affiliate of the Ithaca Professionals Firefighter Association, the Ithaca Police Benevolent Association and the City of Ithaca Executive Association were afforded the opportunity for input, as required by New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the City of Ithaca or its 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 the process and requirements applicable to the adoption of this Public Health Emergency Plan by the City of Ithaca, as represented by the signature of the authorized individual below.

As the authorized official of the City of Ithaca, 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.

Signature: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

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# Purpose, Scope, Situation Overview, Planning Assumptions and Expectations

## Purpose

This plan has been developed in accordance with Section 27-c of New York State Labor Law, which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The purpose of the plan is to provide for the continuity of City operations and to ensure that protocols exist to protect employees in the event of a public health emergency declaration in New York State that impacts the City of Ithaca.

## Scope

This plan is exclusively for and is applicable to the City of Ithaca, NY. This plan is pertinent to a declared public health emergency in New York State which may impact our operations. The plan is intended to provide guidance for future public health emergencies, but will also act as a guidance document for any new challenges that arise as a result of the ongoing coronavirus pandemic.

## Situation Overview

On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus known as SARS-CoV-2. This plan has been developed in accordance with amended laws to support continued resilience in the face of 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.

## Planning Assumptions and Expectations

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

**Health and Safety.** The health and safety of our employees is of utmost importance.

**Operations.** The circumstances of a public health emergency may directly impact our operations. Our residents expect us to maintain a level of essential services despite and throughout the public health emergency.

**Adaptability and Flexibility.** The impacts of a public health emergency may require us to be creative in our approach to service delivery. As the situation evolves and new information about the public health emergency is acquired, we may need to adapt our approach.

**Public Health Guidance.** Public health guidance will be provided by the Centers for Disease Control and Prevention (CDC) and/or the New York State Department of Health (NYSDOH). The City will adhere to all CDC, NYSDOH, OSHA and PESH guidelines and requirements pertaining to the public health emergency. Decisions and procedures for many elements of this plan will be adapted as needed based on the public health guidance relevant to the specific public health emergency.

**Risk Assessment.** The City will conduct a hazard risk assessment at the onset of the public health emergency to determine what controls, including personal protective equipment, the reduction of workplace density, social distancing and related hazard abatements, need to be in place. The City will conduct additional assessments as needed as public health guidelines, knowledge and recommendations change.

**Social Distancing and Personal Protective Equipment (PPE).** Social distancing and use of personal protective equipment (PPE) for both employees and the public is likely to be part of our standard operating procedure during a public health emergency.

**Communication.** Internal and external communication will be critical to success.

**Priorities.** There may be a need to assess and shift our priorities based on new information, scarcity of resources, and financial stress, among other drivers.

**Methods of Work.** Telework, videoconferencing and virtual programming may become standard operating procedures. Resources to facilitate these work methods must be a priority.

## Identification of Essential Services and Employees

The City of Ithaca is committed to ensuring that its essential functions will be continued during a public health emergency. For the purposes of this plan, an “essential employee” refers to an employee that must be physically present at a worksite to perform his or her job.

The essential services and employees for the City of Ithaca have been identified as:

<b>Public Safety</b>	
<b>Law Enforcement</b>	
<b>Title</b>	<b>Justification</b>
Police Chief	incident command
Deputy Police Chiefs	incident command
Police Lieutenants	direct provision of law enforcement services
Police Sergeants	direct provision of law enforcement services
Police Officers	direct provision of law enforcement services
Data Entry Specialists	onsite criminal record management
<b>Firefighting and Emergency Medical Services</b>	
<b>Title</b>	<b>Justification</b>
Fire Chief	incident command
Deputy Fire Chief	incident command
Assistant Fire Chiefs	direct provision of firefighting and emergency medical services
Fire Lieutenants	direct provision of firefighting and emergency medical services
Firefighters	direct provision of firefighting and emergency medical services

<b>Public Works</b>	
<b>Water Distribution</b>	
<b>Title</b>	<b>Justification</b>
Chief Water Treatment Plant Operator	direct provision of potable water to community
Assistant Water Treatment Plant Operator	direct provision of potable water to community
Senior Water Treatment Plant Operators	direct provision of potable water to community
Water Treatment Plant Operator/Trainees	direct provision of potable water to community
Watershed Coordinator	water analysis and regulatory reporting
Laboratory Technician	water analysis and regulatory reporting
Maintenance Worker	onsite plant maintenance
Senior Water Meter Technician	direct provision of potable water to community
Water Meter Technician	direct provision of potable water to community
<b>Wastewater Collection and Treatment</b>	
<b>Title</b>	<b>Justification</b>
Chief Wastewater Treatment Plant Operator	collection and treatment of wastewater
Assistant Chief Wastewater Treatment Plant Operator	collection and treatment of wastewater
Senior Wastewater Treatment Plant Operators	collection and treatment of wastewater
Wastewater Treatment Plant Operator/Trainees	collection and treatment of wastewater
Laboratory Director	wastewater analysis and reporting
Laboratory Technicians	wastewater analysis and reporting
Maintenance Worker	onsite plant maintenance
<b>Infrastructure Maintenance and Repair</b>	
<b>Title</b>	<b>Justification</b>
Construction Engineer	infrastructure maintenance and repair
Supervisor of Streets	infrastructure maintenance and repair
Assistant Supervisor of Streets	infrastructure maintenance and repair
Supervisor of Water and Sewer Operations	infrastructure maintenance and repair
Wastewater Collection System Supervisor	infrastructure maintenance and repair
Water Distribution System Supervisor	infrastructure maintenance and repair
Ithaca Commons Maintenance Supervisor	infrastructure maintenance and repair
Working Supervisors	infrastructure maintenance and repair
Working Supervisor – Bridges	infrastructure maintenance and repair
Working Supervisor – Parking, Building and Grounds	infrastructure maintenance and repair
Heavy Equipment Operators	infrastructure maintenance and repair
Wastewater System Maintenance Mechanic	infrastructure maintenance and repair
Bridge Maintainer	infrastructure maintenance and repair
Maintainers	infrastructure maintenance and repair
Light Equipment Operators	infrastructure maintenance and repair
Maintenance Workers	infrastructure maintenance and repair
Building and Grounds Maintenance Workers	infrastructure maintenance and repair
Laborers	infrastructure maintenance and repair
Utilities Systems Location Technicians	infrastructure maintenance and repair

<b>Solid Waste Collection</b>	
<b>Title</b>	<b>Justification</b>
Working Supervisor – Sanitation	solid waste collection
Sanitation Workers	solid waste collection
<b>Parking Operations</b>	
<b>Title</b>	<b>Justification</b>
Parking Operations Supervisor	parking operations
Parking Lot Attendants	parking operations
Senior Community Service Officer	parking enforcement
Community Service Officers	parking enforcement
<b>Motor Equipment Maintenance and Repair</b>	
<b>Title</b>	<b>Justification</b>
Fleet Manager	motor equipment maintenance and repair
Motor Equipment Mechanic Supervisors	motor equipment maintenance and repair
Motor Equipment Mechanics	motor equipment maintenance and repair
Motor Equipment Mechanic Helpers	motor equipment maintenance and repair
<b>Tree Maintenance and Removal</b>	
<b>Title</b>	<b>Justification</b>
City Forester	tree assessment
Senior Tree Trimmer	tree maintenance and removal
Tree Trimmers	tree maintenance and removal
Forestry Technician	tree assessment
<b>Building Maintenance and Repair</b>	
<b>Title</b>	<b>Justification</b>
Working Supervisor – Building Services	building maintenance and repair
Building Maintenance Mechanics	building maintenance and repair
Building and Grounds Maintenance Workers	building maintenance and repair
Custodial Workers	building maintenance and repair
<b>Electrical Services</b>	
<b>Title</b>	<b>Justification</b>
Supervisor of Electrical Services	onsite electrical work
Electrician	onsite electrical work
<b>Stock Room</b>	
<b>Title</b>	<b>Justification</b>
Stock Room Manager	receipt and distribution of parts and supplies
Stock Room Clerk	receipt and distribution of parts and supplies

<b>Recreation</b>	
<b>Recreation Facility Maintenance</b>	
<b>Title</b>	<b>Justification</b>
Recreation Maintenance Supervisor	recreation facility maintenance and repair
Recreation Facility Maintainers	recreation facility maintenance and repair
Recreation Facility Maintenance Workers	recreation facility maintenance and repair

<b>Code Enforcement</b>	
<b>Title</b>	<b>Justification</b>
Director of Code Enforcement	onsite inspections
Senior Plan Examiner	onsite inspections
Electrical Inspector	onsite inspections
Plumbing Inspector	onsite inspections
Housing Code Supervisor	onsite inspections
Senior Code Inspectors	onsite inspections
Code Inspectors	onsite inspections
Housing Inspectors	onsite inspections
Exterior Property Maintenance Inspector	onsite inspections

<b>Financial Services *</b>	
<b>Title</b>	<b>Justification</b>
City Controller	required software only accessible onsite
Deputy Controller	required software only accessible onsite
City Chamberlain	required software only accessible onsite
Supervising Customer Service Representative	required software only accessible onsite
Customer Service Representatives	required software only accessible onsite
Payroll Coordinator	required software only accessible onsite
Administrative Coordinator	required software only accessible onsite

\* Financial services employees will be able to work remotely once offsite access to financial software is available.

## Reduction of Workplace Density

Reducing workplace density is a critical element during a public health emergency. The City of Ithaca will utilize telework, staggered work shifts, videoconferencing and reduced public hours as methods of decreasing density at worksites. The implementation of these options may also decrease density on public transportation that is used to commute to and from work.

### Telework

All employees who are capable of successfully performing their jobs, or parts thereof, remotely will do so. Employees who are capable of performing their complete job remotely will telework full-time. Employees who are capable of performing some, but not all, of their job remotely, will utilize telework arrangements for the portion of their job which may be successfully performed remotely.

*Supervisors* are responsible for:

- Identifying staff who can work remotely
- Setting expectations for work performance
- Monitoring performance and ensuring that expectations are being met



- Ensuring staff have appropriate equipment for remote work, which may include:
  - Internet capable laptop or tablet
  - Necessary peripherals
  - Access to VPN and/or secure network drives
  - Access to software and databases necessary to perform their duties
  - Telephone communications, such as City-issued phones or software that allows City phone extensions to be transferred to the employee's personal phone

*Employees* are responsible for:

- Ensuring they have a home work site that is safe, ergonomic, has appropriate lighting and ventilation, and allows productive work free from distraction
- Having reliable internet service
- Ensuring the protection and security of confidential information that is accessed remotely
- Having appropriate dependent care arrangements that ensure a productive work environment
- Fulfilling performance expectations
- Accurately recording and reporting work hours, and requesting necessary time off as appropriate

The *Public Information and Technology Department* will provide appropriate technical support to teleworking employees as needed.

## Staggered Shifts

While City shift operations, including public safety and some public works operations, do not allow for staggered shifts to reduce workplace density, there may be situations in which City departments that work traditional workweeks are able to implement staggered shifts to reduce workplace density for employees who are required to work onsite. Options that department heads and supervisors should consider include:

- Earlier arrivals/earlier departures
- Later arrivals/later departures
- Alternating work days for employees who are capable of hybrid work schedules that include both onsite and remote work
- Alternate workweeks that include weekend days
- Compressed workweeks with fewer, longer work days
- Staggered break times and lunch times

Supervisors who implement approved staggered work schedules shall ensure that employees have access to their worksite during their alternate work hours. Worksites shall be secured at all times during non-traditional work hours to ensure the safety of employees working onsite.

## Videoconferencing

Videoconferencing will be utilized to the greatest extent possible for both internal and public meetings. Public meetings will be conducted over videoconferencing platforms to the greatest extent allowable by law.

## Reduced Public Access

Public access to City services is a fundamental part of our mission. The City will ensure that our services remain accessible to our residents and will work diligently to maximize the provision of services to the Ithaca community in ways that do not require physical access to City facilities. Alternative methods for service delivery include online services and payments, email services, drop box services, mail services and phone services. Offering multiple methods of service delivery will enable the City to reduce or restrict public access to City facilities to protect the health and safety of employees working onsite.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is critical to ensuring the health and safety of our employees. PPE which may be needed during a public health emergency can include:

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

Department heads and supervisors are responsible for ensuring that employees use required personal protective equipment in accordance with City policies.

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, during public health emergencies. 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.

## Protocols for Obtaining and Distributing Personal Protective Equipment

The *Stock Room Manager* shall be responsible for:

- Working with department heads and supervisors to identify individual departmental needs for PPE and cleaning supplies, based on job duties and work location
- Identifying vendors for PPE and cleaning supplies
- Ordering personal protective equipment and cleaning supplies, in accordance with the City's purchasing policy and protocols
- Ensuring sufficient stock of each type of PPE is maintained to facilitate each department's ability to provide all necessary PPE to each essential employee during any given work shift, as required by Section 27-c (3)(d) of NYS Labor Law
- Overseeing the distribution of PPE to worksites

- Ensuring that PPE stock is stored in a manner that will prevent degradation and provide access as needed
- Working collaboratively with the Ithaca Fire Department and Ithaca Police Department to ensure that their routine supplies and stockpiles of PPE meet these protocols, and supplementing their routine stockpiles as needed to ensure that these protocols are maintained

To ensure that employees have immediate access to PPE in the event of an emergency, PPE will be stored in a known location at each City facility. Said location must provide secure storage that will prevent degradation of the PPE. The location of PPE at each worksite will regularly be communicated to employees by the appropriate department head(s).

## Staff Exposures

### Staff Exposures

In the event a City of Ithaca employee is exposed to a known case of the communicable disease that is the subject of the public health emergency while at a City worksite, the City will notify the individual who was exposed of their exposure. The notification shall be provided in writing and shall include relevant public health guidance and recommended courses of action.

Definitions of what constitutes exposure, determinations as to whether steps such as quarantine or diagnostic testing are appropriate, and decisions as to whether it is safe and acceptable for the employee to continue working onsite, will be derived from the public health guidance issued by the New York State Department of Health and/or Centers for Disease Control and Prevention that pertains to the public health emergency. The City will also seek guidance from the Tompkins County Health Department as appropriate.

### Protocol for Staff Exposures

Upon notification that an individual who has contracted the communicable disease that is the subject of the public health emergency has been present at a City worksite,

The *department head or deputy department head* shall:

- Notify the Director or Deputy Director of Human Resources that an exposure has occurred
- Speak with the individual who has contracted the communicable disease and the individual's supervisor to determine what employees, onsite contractors, program participants or members of the public the ill individual has had contact with, and the nature of the contact
- Review attendance logs and activity records to determine which employees the ill individual has had contact with
- With the assistance of the Director or Deputy Director of Human Resources, prepare exposure notices for all impacted employees
- Forward all exposure notices to the Director or Deputy Director of Human Resources

- Consult with the Director or Deputy Director of Human Resources to determine whether any exposed employees should be temporarily removed from the workplace and/or sent for post-exposure testing, if applicable

The *Director or Deputy Director of Human Resources* shall:

- Ensure that appropriate exposure notices are issued
- Securely maintain exposure notices in confidential employee medical files
- Consult with the department head or deputy department head to determine whether any exposed employees should be temporarily removed from the workplace and/or sent for post-exposure testing, if applicable
- Prepare and maintain a summary record of City employees who have contracted the communicable disease that is the subject of the public health emergency and a summary record of City employees who have been subject to quarantine due to exposure to the communicable disease that is the subject of the public health emergency.

## Protocol for Cleaning and Disinfecting Worksites

Upon notification that an individual who has contracted the communicable disease that is the subject of the public health emergency has been present at a City worksite, the cleaning and disinfection protocols recommended by the Centers for Disease Control and Prevention and/or New York State Department of Health that pertain to the communicable disease in question will be followed.

Under current guidance, the cleaning and disinfecting protocols include:

- Closing off areas of the worksite in which the person who contracted the communicable disease was present until cleaning and disinfection can occur
- Opening outside doors and windows to increase ventilation
- Taking any vehicle used by the person who contracted the communicable disease out of service until cleaning and disinfection can occur
- Utilizing appropriately trained custodial and/or maintenance staff, wearing proper PPE, to clean and disinfect all areas in which the person who contracted the communicable disease was present, using cleaning products that are known to disinfect surfaces from the communicable disease that is the subject of the public health emergency.
  - Office surfaces to be cleaned and disinfected include:
    - Desks, countertops and chairs
    - Electronics, including keyboards, mice, tablets, touchscreens and printers
    - Office equipment, including copiers, scanners and fax machines
    - Telephones
    - Door knobs and handles, elevator buttons
    - Drawer and cabinet handles
    - Light switches
    - Thermostats

- Vehicle surfaces to be cleaned and disinfected include:
  - Door handles
  - Steering wheel
  - Gear shifts
  - Dashboard
  - Seats and seatbelts
  - Console controls

In addition to post-exposure cleaning and disinfection, routine cleaning and disinfection practices recommended by the Centers for Disease Control and Prevention and/or New York State Department of Health that pertain to the communicable disease in question will be followed.

## Employee Leave

In the event of a public health emergency, City of Ithaca employees may use their contractually provided leave time for absences from work due to the public health emergency, in accordance with the terms of their labor agreement. City employees may also use any leave time that is created by the federal, state and/or local government for specific use during the public health emergency. Leave time that is specific to the public health emergency shall be used in accordance with the terms outlined at the time of its implementation. Use of leave time that is specific to the public health emergency shall be reported to the Director or Deputy Director of Human Resources on a weekly basis. The Director or Deputy Director of Human Resources shall maintain a record of the use of leave time specific to the public health emergency.

## Documentation of Work Hours and Locations

In a public health emergency, contact tracing efforts are often critical, and it is therefore essential that records of employee work hours and locations be documented to support contact tracing efforts. Existing paper and electronic systems for documenting both the attendance and location of employees shall continue to be utilized and shall include the following:

- Days and hours of work, including overtime hours
- Vehicle usage
- Station assignments
- Beat assignments
- Addresses of emergency calls
- Off-site visits of any type, including meetings, programming, field trips, inspections, etc.
- Attendance at training, including police and fire academies

Additionally, for departments that conduct onsite programming or allow onsite visitors, the name, contact information, date of visit, and time of visit of every individual allowed onsite must be obtained and maintained. Existing systems, such as sign-in sheets, visitor logs and exam rosters will be used.

## Housing for Essential Employees

There may be situations during a public health emergency when it would be prudent to have essential employees lodged away from their homes to help prevent the spread of the communicable disease that is the subject of the public health emergency. Doing so may help to protect the employees from potential exposures and to protect the employees' families from potential exposure, as well as ensure the continuity of the City's essential operations.

If such a need arises, the most viable options are the use of empty bunkrooms at the outlying Ithaca Fire Department stations and the use of hotel rooms. Bunkrooms will only be considered for Ithaca Fire Department personnel or if the presence of additional employees at the fire stations does not increase the risk of exposure for Ithaca Fire Department personnel. Hotel rooms will be provided for all other essential employees who require lodging. The City will make every effort to negotiate favorable terms for employee lodging.