

**CITY OF OSWEGO
CONTINUATION OF
OPERATIONS PLAN:

PUBLIC HEALTH EMERGENCY**

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

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 SEIU Local 200, Lake City Police Club, IAFF Local 126, AFSCME Local 1785, and Municipal Employees Association for Management and Supervision, 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.

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As the authorized official of The City of Oswego, 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.

Date:

3-22-2021

Signature:

By:

William C. Barlow, Jr.

Title:

Mayor

This plan is exclusively for and is applicable to The City of Oswego. 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.

The plan was developed based on best practices, and guidance available largely as a result of the Coronavirus pandemic. 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.

PLANNING EXPECTATIONS

- **Communication.** Internal and external communication will be critical to success.
- **Flexibility.** Recognize there may not be a one size fits all approach, and flexibility is key.
- **Increased Fiscal Stress.** While the magnitude of a future event is unknown, it is assumed all levels of government and the economy will be under significant fiscal stress. As a result, departments must strategize and plan for the reduction of revenue streams and the potential for staff reductions.
- **Organizational Structure.** Organizational structures and positions may need to be changed to provide proper supervision and oversight in the new environment.
- **Iterative.** The planning process is not a one-time process. Rather, it is an iterative process that will be continued on an ongoing basis as the situation evolves and we learn additional information.
- **Priorities.** There may likely be a constant shift in resource priorities, based on new information.
- **Public Health Guidance.** Public Health guidance will be provided by the Department of Public Health.
- **Social Distancing and PPE.** Social distancing and use of PPE [i.e. masks, gloves, etc.] for the public and employees is going to be part of the new normal and will be provided as required.
- **Workflows.** Reevaluate all workflows to identify new ways of working, new online services, and use of new technology to automate processes.
- **Working Remote.** Working remote may become a part of the new normal for many employees and should be maximized where appropriate to assist in social distancing.

IDENTIFICATION OF ESSENTIAL MISSIONS AND WORKERS

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

For this plan, an "essential employee" shall refer to a designation made that a public employee or contractor is required to be physically present at a worksite to perform his or her job.

It is understood that during long term disruption of normal operations there may be an unforeseen need to classify a non essential employee as essential on a temporary basis. This determination will be made by the Mayor in coordination with the Personnel Director and Department Head.

The essential positions for The City of Oswego have been identified as:

| Department | Position | Justification |
|-----------------------------|---|--|
| Police & Homeland Security | Investigator, Police Chief/Director of Homeland Security, Police Lieutenant, Police Officer, Police Sergeant | Cannot work remote in the event of an emergency. Considered essential. |
| DPW | Laborer, Mechanics, Supervisors, Operators, Maintenance, Custodians, Stock Clerk & Associated Positions | Cannot work remote in the event of an emergency. Considered essential. |
| Fire & Emergency Management | Fire Chief, 1 st Assistant Fire Chief, Deputy Fire Chief, Fire Captain, Fire Lieutenant, Firefighter | Cannot work remote in the event of an emergency. Considered essential. |
| Wastewater | Wastewater treatment plant maintenance, Plant operators, Plant Supervisors / Manager | Cannot work remote in the event of an emergency. Considered essential. |
| Animal Control | Animal Control Officer, Assistant Animal Control Officer, Animal Control Aide & Shelter Aide | Cannot work remote in the event of an emergency. Considered essential. |
| Water Treatment | Plant maintenance, plant operators, Plant Supervisors / Manager | Cannot work remote in the event of an emergency. Considered essential. |

PROTOCOL FOR ENABLING REMOTE WORK/ TELECOMMUTING

The City of Oswego IT Department will be responsible for ensuring that all non-essential employees and contractors can accomplish their functions remotely to the greatest extent possible. The following protocol was developed and tested during the Coronavirus pandemic and will continue to be utilized for any future public health emergencies.

City Information Technology asset needs shall be determined between Departmental heads and the IT Department. The continuation of software back-up to servers and back-up of intranet drives will be maintained by the IT Department.

Asset Distribution:

- Hotspots or cellphones for staff that do not have Internet access at their remote location can be activated and distributed as needed by the IT Department.
- The IT Dept will continue to purchase and deploy laptops for all employees that may require remote access in the future.
- The IT Department can also provide additional tech devices such as monitors, docking stations and printers to make remote access easier and more convenient.

Policies and Procedures:

- Staff is required to use only a City-owned device to access City data from a remote location.
- The IT Department will install and utilize a mobile device management MDM client on all remote devices, which allows the IT staff to track devices and provide remote desktop access from the IT department to the staff member while they are working externally from our network.
- Each Department Head will establish a protocol within their department to ensure paper materials and mail to be distributed to employees working remotely as needed.
- The IT Department will maintain an IT equipment inventory of all City devices deployed to remote users by tracking serial numbers and applying a unique ID number to each device. All users that receive a City owned device to use remotely will sign that they are taking responsibility for the device and that they have read the IT equipment policy.

PROTOCOL FOR REDUCING DENSITY AT WORKSITES

City of Oswego Employees and Contractors are located within several separate city buildings, which allows for greater social distancing, and limits the risks to essential employees working within each of these buildings.

Oswego City Fire Department East Side Station [35 E Cayuga St, Oswego, NY 13126]

Typical Work Hours: 24 Hour Operation

- Fire Department
- Emergency Management
- Administration for FD personnel

Oswego City Fire Department West Side Station [90 W 1st St, Oswego, NY 13126]

Typical Work Hours: 24 Hour Operation

- Fire Department

Oswego City Police Department [169 W Oneida St, Oswego, NY 13126]

Typical Work Hours: 24 Hour operation

- Police Department
- Investigations
- Police Department Personnel

Oswego City Wastewater East Side [71 Mercer St, Oswego, NY 13126]

Typical Work Hours: 7:00am-3:00pm

Oswego City Wastewater West Side [2 1st Ave, Oswego, NY 13126]

Typical Work Hours: 7:00am-3:00pm

Oswego City Water Treatment Plant [30 Sheldon Ave, Oswego, NY 13126]

Typical Work Hours: 24 Hour operation

Oswego City Animal Control [621 E Seneca St, Oswego, NY 13126]

Typical Work Hours: 8:00am-4:00pm

Oswego City Hall [13 W Oneida St, Oswego, NY 13126]

Typical Work Hours: Monday- Friday 9:00am – 5:00pm

Oswego City DPW [114 Mitchell St, Oswego, NY 13126]

Typical Work Hours: 24 Hour Operation

If state or local authorities decide there is a need for reduction in office staff and increase social distancing measures within the workplace, The City of Oswego will directly follow federal, state orders. In the event that there are no current federal or state orders for a reduction in density, the city will defer to the Alternative Work Arrangement Policy.

Protocol for Reducing Density in all Departments

Clerical/Office Departments

Departments have created detailed unit plans to reduce in-office staff in the event there is a need for additional social distancing or staggered workdays. Employees should consult their department head for detailed instructions related to their department operations.

To reduce the density of staff working in-person, all essential staff have been provided computer equipment and VPN access necessary to control their job functions that must be administered during the pandemic from a remote location.

- Most office staff can perform most parts of their jobs remotely as long as someone can get documents from the office as necessary.
- Due to staff needing to come into the office periodically all staff may be considered essential [at least one day a week]. Staff will rotate per schedule designed by the supervisors to limit the number of staff in the office at one time. The Department Head or designee will notify supervisors of changes in number of staff that can be in the office at one time. Staff density is a function of guidance from the State and depending on directives from the State allowable density within an office may change.
- Personal Protective Equipment will be utilized.

Public Works Department:

- During the winter operations, in particular snow removal efforts, all staff is required to be at full capacity to accomplish duties.
- Much of the duties of the DPW staff are conducted outdoors with ability for social distancing.
- Most functions are not conducted in a group setting thus staff is usually separated from each other and not congregated in a small area.
- Personal Protective Equipment will be utilized.

Police Department:

- Police will handle as much as possible by phone calls. On complaints, they will ask people to exit buildings whenever possible and practice social distancing. Personal Protective Equipment will be utilized.
- If needed the Police Department Headquarters will close to all non-essential persons.
- All Uniformed Staff work on different shifts limiting the density at the worksite

Fire Department/Emergency Management:

- Firefighters operate out of two stations allowing for limited density at the worksite. Firefighters are able to maintain social distancing in the workplace and avoid groups. Personal Protective Equipment will be utilized.
- If necessary the Fire Department will close to all non-essential persons.

Animal Control

Animal control is staffed with only 2-3 persons in the building thus there is already a limited density in the workplace. Personal Protective Equipment will be utilized.

- If needed the building can be closed to non-essential persons and operations with public done on an appointment or virtual basis.

Water Department/Wastewater

- If needed the building can be closed to non-essential persons and operations with public done on an appointment or virtual basis.
- There is already a limited density in the workplace, as such, are able to be within the building to operate.
- Most functions are not conducted in a group setting thus staff is usually separated from each other and not congregated in a small area.
- Personal Protective Equipment will be utilized.

PROTOCOL FOR PROCURING PPE

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

- | | |
|----------------|-------------------------------|
| - Masks | - Gloves |
| - Face shields | - 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 within 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:

- The Assistant Chief of Fire with assistance from the department heads will identify the need for PPE per department based upon job duties and work location.
- Procurement of PPE
 - City of Oswego will procure PPE per the *City of Oswego Purchasing Policies and Procedures Manual*
 - 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
- Storage of, access to, and monitoring of PPE stock
 - City of Oswego has space and capacity to store the required PPE within city facilities, in a manner which will prevent degradation, and provide immediate access to PPE in the event of an emergency

- The supply of PPE will be monitored to ensure the integrity and to track usage rates

INFECTION CONTROL OFFICER

The City of Oswego's Infection Control Officer position is currently held by the Assistant Fire Chief. The Infection Control Officer is responsible for managing Personal Protective Equipment (PPE) and the cleaning of PPE. Not only is the Infection Control Officer responsible for managing and cleaning PPE, but he is also the single point of contact for all employees who may have been exposed and / or test positive to a potential disease.

PROTOCOL FOR EMPLOYEE/CONTRACTOR EXPOSURE IN THE WORKPLACE

The City of Oswego like all businesses is at risk of having an employee or contractor exposed to a known case of the communicable disease that is the subject of the public health emergency. City employees and contractors that identify as a close contact of a positive case via public health notification or that are notified that they have tested positive must notify their immediate supervisor on the day of notification. If an employee receives this notification during onsite work duties, they will leave the workplace and go home after notification to their supervisor

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]:

- 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 NYSDOH/public health guidance for the communicable disease in question.
 - As possible, these employees will be permitted to work remotely during this time if they are not ill.
 - The employee must check in with their immediate supervisor each day to ensure these protocols are followed.
- NYSDOH guidelines for a public health emergency provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - In-person interactions with the subject employee or contractor will be limited as much as possible.
 - Work areas in which the subject employee or contractor was present will be

disinfected according to current NYSDOH/ public health protocol at least every hour, as practical.

- The employee must check in with their immediate supervisor each day to ensure these protocols are followed.

If an employee or contractor ***exhibits symptoms of the communicable disease*** that is the subject of the public health emergency:

- 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.
- Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
- The department head in consultation with Public Health, Emergency Management, and Mayors Office to determine whether an area or office needs to be closed temporarily for deep cleaning.
- Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/public health guidance and have consulted with a healthcare provider.
- NYSDOH criteria for a public health emergency 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.
- The employee must check in with their immediate supervisor each day to ensure these protocols are followed.

If an employee or contractor ***has tested positive for the communicable disease*** that is the subject of the public health emergency:

- Apply all of the steps outlined above for "an employee or contractor exhibits symptoms of the communicable disease."
- Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - NYSDOH guidance for a public health emergency 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. NYSDOH/public health guidance for the disease in question will be followed.
 - Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - See the section on Cleaning and Disinfection for additional information on that subject.
- Identification of potential employee and contractor exposures will be conducted
 - If an employee or contractor is confirmed to have the disease in question, Oswego County Public Health or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act [ADA].

- Apply the steps identified above, as applicable, for all potentially exposed personnel.
- The Oswego County Public Health Department or the employee's local Health Department will be responsible for ensuring these protocols are followed

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

Cleaning and Disinfecting

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

- As possible, employees and contractors will clean their workspaces once a day, or as needed.
 - High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly or at the discretion of the DPW Supervisor.
 - The DPW will be responsible for cleaning common areas, and the frequency of such
- Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water before being disinfected.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- Staff will follow instructions on cleaning products to ensure the safe and effective use of the products.

City of Oswego Policy for Leave regarding a Public Health Emergency

Public health emergencies are extenuating and unanticipated circumstances in which The City of Oswego is committed to reducing the burden on our employees and contractors.

It is our policy that The City of Oswego will directly follow federal and/or state orders should an employee be unable to work due to quarantine and/or experiencing symptoms and seeking a medical diagnosis.

In the event that there are no current federal or state orders for paid sick leave, the city will defer to the sick leave policies in the employee's respective bargaining unit contract or M/C handbook.

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

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

PROTOCOL FOR DOCUMENTING WORK HOURS, LOCATIONS AND OFF-SITE VISITS OF ESSENTIAL EMPLOYEES

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 The City of Oswego to support contact tracing within the organization and may be shared with local public health officials.

All Departments

- Office visits by customers would be mandatory by appointment only. This would reduce the number of visitors in the office at one time as well as control the number of customers that a reduced staff served. These appointments will be logged taking note of not only the date and time of the visit but the names and phone numbers of all visitors in order to facilitate contact tracing should it be necessary.
- All transactions that do not require an in-person visit will be submitted by mail / email.

Emergency Management Department/Fire Department/Police Department:

Offsite hours and locations are typically the result of an emergency or response to an ongoing incident.

- Response to emergencies is tracked through our 911 Center and recorded in our dispatch CAD system. Other out of the office responses or visits are tracked by the Department Head.

PROTOCOL FOR IDENTIFY EMERGENCY HOUSING SITES FOR ESSENTIAL EMPLOYEES

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

If such a need arises, local school gymnasiums, or local hotel rooms are expected to be the most viable options, The City of Oswego will coordinate with the Oswego County Emergency Management Office to help identify and arrange for these housing needs. This effort will be coordinated by the Oswego County Emergency Management Coordinator with assistance from the Oswego County Administrator, Oswego County Public Health Director, and City of Oswego Emergency Management Director.