

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
FEBRUARY 23, 2021

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Rozell, Haff, Hicks, Fedler, Ferguson, Losaw

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT:

SUPERVISORS: Hall, Henke, Shaw, Ward, Campbell, Hogan, Clary, Griffith

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 19, 2021
- 3) Department Requests/Reports
 - A. Building & Grounds – Updates
 - B. Real Property – Annual Report
 - C. County Administrator – Public Employer Health Emergency Plan
- 4) Discuss Amending Rules of Board RE: Resolutions in Writing
- 5) Other Business
- 6) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M. via teleconference.

A motion to approve the minutes of the January 19, 2021 meeting was moved by Mr. Hicks, seconded by Mr. Rozell, and adopted.

DEPARTMENT REPORTS REQUESTS:

BUILDINGS & GROUNDS – Matt Jones, Superintendent of Buildings and Grounds, addressed the following items:

- Elevator upgrade at St. Paul's (Head Start) has been completed. Resolution No. 113 in March 2020 amended the Capital Project \$90,000 for this project but the actual bid came in at \$93,112. Requesting to amend the Capital Project budget for the additional \$3,112 from the contingency account to the upgrade. A motion to amend Capital Project budget moving \$3,112 from contingency to the elevator upgrade and forward to the Finance Committee was moved by Mr. Ferguson, seconded by Mr. Losaw, and adopted.
- Capital Plan – A bonding resolution was adopted in the amount of \$900,000 for certain projects at Burgoyne which allows using some of the contingency funding for other projects. He would like to move forward with the roof top units at the Law Enforcement Center that were delayed last year. The County Treasurer stated the bond closing is March 11th prior to the March Board meeting and approves moving this request to Finance Committee for consideration. A motion to forward to the Finance Committee moving forward with roof top unit replacements at the Law Enforcement Center out the Capital Project funding was moved by Mrs. Fedler, seconded by Mr. Ferguson, and adopted.
- Tour of Barns – In the process of formulating an RFP for a feasibility study to get the information needed for a scope of work to determine the cost to have new barns engineered. The RFP would then be issued, responses returned with the cost and then talk with the towns to determine if they are moving forward or not and figure out what percentage of the cost each municipality would pay. This will probably be discussed at both Government Operations and Public Works committees.
- Structural safety of building at Summit Lake housing an emergency water line for the village of Argyle. Mr. Shaw suggested giving this property to the village or town of Argyle. He was inquiring of the process to do this and has brought it up for three years. Mr. Wickes has no recollection of being asked to look into this and it has not been on his radar screen. The Superintendent of Buildings and Grounds stated the building has been taken down. He stated the County still owns the water line that

feeds the nursing home fire suppression system and he does try to maintain it. Larry Paltrowitz, Esq. is working on having the nursing home either take the water line over or make alternate arrangements for the fire suppression system. He has not provided an update on that information. Chairman O'Brien requested that the County Attorney check in with Mr. Paltrowitz and report back at the next committee meeting. The County Attorney stated the purchase agreement between the county and nursing home was silent on the water line issue. Chairman O'Brien recommends trying to resolve both issues; water line to village of Argyle and water line to nursing home fire suppression pond. Mr. Shaw recommended sending a formal letter to the town of Argyle asking if they would like to take ownership of the property. The village also has wells on this property. Chairman O'Brien requested that the County Attorney write a letter to the town of Argyle expressing the County's willingness to convey this property to the town. The Superintendent of Buildings and Grounds stated some cleaning is needed to the entrance to the pipe; this was done previously several years ago. Some landowners also tap into the line feeding the fire pond but the County Attorney stated the County has no obligation to provide water to those landowners. The County still needs to maintain the intake. Until Argyle agrees to take the property and line to the village and Centers Nursing Home is willing to take the line to the fire suppression pond there is nothing further to discuss. The County Attorney has already sent Mr. Paltrowitz an email asking for an update on the negotiations with the nursing home regarding the water line. He will also send a letter to the town of Argyle to see if they are interested in the property with the village wells and water line. The County Attorney will update the committee next month on any information he gets from Mr. Paltrowitz.

- Starting to plan for the parks thinking that they are probably going to function similar to last year and looking for employees/lifeguards.

REAL PROPERTY – Laura Chadwick, Director, addressed the following items:

- Annual Report – Real Property's 2020 Annual Report has been completed and emailed to all Supervisors; copy on file. In 2020, the number of property transfers are only down 58 from 2019. Transfers for buying and selling properties remains around the 200. Contact the Real Property Director with any questions regarding the report.
- The Real Property Tax Services Office received a certificate for participating in the census; Heather Weller, the Real Property GIS Specialist, does work with census bureau. No date set for release of the population of the housing units and talking about the release of the redistricting and apportionment numbers sometime between April 30th and September 30th. Boundary annexation survey are still being done through Real Property for all the towns.
- Board of Assessment and Review training scheduled for Wednesday April 21st at SUNY Adirondack both in person and virtual.
- Towns should contact the Real Property Director if they are interested in Assessor services. Towns can sign up at any point.

COUNTY ADMINISTRATOR – Melissa Fitch, Administrator, addressed the following item:

- Public Employer Health Emergency Plan – NYS Labor Law was amended recently adding a new section 27C - Duty of Public Employer to Develop Operation Plans in the event of certain declared public health emergencies. The law requires that each public employer in the State of New York prepare a plan for continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. The plan must include a list of positions considered essential in the event of a State ordered reduction of in-person workforce, how they would stagger shifts to reduce overcrowding, protocols for non-essential workers and contractors to telecommute, PPE procurement, protocols to follow to prevent spread or contraction of a disease in the workplace, and identify sites for emergency housing for essential employees. Draft Public Employer Health

Emergency Plan for Washington County attached. Required that the draft goes to the collective bargaining units for comments and recommendations which has been completed with no comments submitted. The plan is required to be published by April 1, 2021, included in the employees' handbook and on the county website. Awaiting any comments and will then put together a final plan for consideration at the March Board meeting. Towns, villages, and schools also need to complete a plan. The County Administrator will share the template for the plan with the Supervisors. A motion to forward Public Employers Health Emergency Plan for Washington County to the full Board for approval was moved by Mrs. Fedler, seconded by Mr. Hicks, and adopted.

DISCUSS AMENDING RULES OF BOARD – Presenting Resolutions in Writing – Mr. Haff previously questioned the rule that all resolutions must be submitted in writing to be considered which does not allow for resolutions from the floor but the Board is allowed to verbally amend resolutions. He stated the two-thirds rule to waive the rules should apply. Messrs. Campbell and O'Brien believe the Board needs to see the resolution in writing. The County Attorney stated the Board can waive the rules with a two-thirds vote. Mr. Haff stated what he wanted already exists.

OTHER BUSINESS:

- Mr. Rozell asked for an update on opening DMV to the public for walk-ins. The County Attorney stated that is a question for the County Clerk. The County Administrator will reach out to the County Clerk. The Chairman of the Board stated no determination on opening departments without an appointment at this time. It was mentioned that some Washington County residents are going to Saratoga County resulting in a loss of revenue for Washington County. Mr. Rozell mentioned he had several people contact him stating their call to DMV is never answered or never returned. This will also be addressed with the County Clerk. Mr. Shaw asked when will the state of emergency be lifted. The Chairman of the Board stated the state of emergency is renewed every thirty days and that enables the County to tap any of the resources that may be available under state of emergency orders from the Governor. Mr. Campbell gave the County Clerk credit for reaching out to the State and taking some of their work overload to get the revenue.

EXECUTIVE SESSION – A motion to enter an executive session to discuss the acquisition or potential acquisition of real property was moved by Mr. Hicks seconded by Mr. Ferguson and adopted. The committee adjourned from executive session. No action was taken in the executive session.

Debra Prehoda, Clerk
Washington County Board of Supervisors



Public Employer Health Emergency Plan for Washington County

Prepared in accordance with NYS legislation S8617B/A10832

DRAFT DATED: 2/12/2021

DRAFT

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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 the following collective bargaining units as required by the amended New York State Labor Law: Corrections Officers Association, CSEA Local 1000 AFSCME AFL-CIO, UPSEU Deputy Sheriff's Association PBA, NYSNA, Teamsters Local 294, UPSEU Communications Officers and Supervising Communications Officers.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of Washington County 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 Washington County, 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: _____ Signature: _____
Samuel J. Hall, Chairman
Washington County Board of Supervisors

Record of Changes		
Date of Change	Description of Change	Implemented By

DRAFT

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. This legislation 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 Washington County. 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 whenever possible
- Use of face masks / face shields

- 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 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
- 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 Chairman of the Washington County Board of Supervisors, 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 Chairman.

Upon the determination of the implementation this plan, all employees and contractors of Washington County shall be notified through the chain of command by email or phone as appropriate, with details provided as possible and necessary. Additional information and updates provided on a regular basis through the County's website, daily community update emails and hotline as appropriate. Constituency groups will be notified of pertinent operational changes by way of the methods described above. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The County Attorney shall serve as the main point of information for the public.

Washington County's Incident Management Team (IMT), a group made up of the County Administrator, County Attorney, Director and Deputy Director of Public Safety, Director of Public Health, and the Assistant Director of Patient Services will oversee maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chairman of the Washington County Board of Supervisors, 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 Chairman, 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, Washington County 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

Washington County 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

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table in **Appendix A** 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 their job title functions can be conducted remotely.

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 to the greatest extent possible. Working remotely requires:

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

Remote work was authorized by the Washington County Board of Supervisors on March 18, 2020. Remote work may be assigned at the discretion of the Department Head. Department Heads are responsible for assigning and providing each eligible employee with the necessary equipment and electronics. Department Heads shall work with the Information Technology Department directly to secure the necessary electronics, telephone and email access, and access to network data.

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, Washington County 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

Certain employees may be assigned to staggered shifts to ensure that the job duties and responsibilities are fulfilled safely and meet business needs the eligibility of employees who are able to work remotely will be determined by the Department Head.

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 and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Deputy Director of Public Safety in conjunction with the County's Safety Officer, shall survey Department Heads and develop a list of relevant PPE needed to safely operate each department. Public Safety will serve as a backup to the County's Purchasing Department to source PPE vendors. PPE will be procured by the Purchasing Department (all staff have the ability to work 100% remotely). The Superintendent of Buildings and Grounds will utilize the Purchasing Department to procure and supply departments with cleaning supplies as needed to continue safe operations. Department Heads will be responsible for their department's storage, inventory and access to PPE and cleaning supplies.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following New York State Department of Health (NYSDOH) guidelines, we have established the following protocols:

1. 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):
 - a. 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.
 - b. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - c. Employees must contact their Department Head and Public Health immediately upon learning of exposure. Department Heads must send employees home immediately (if at work). Employees are

advised that they will be contacted by Public Health's Contract Tracing Team. Public Health initiates contact tracing, quarantine and coordinates testing from this point forward.

- d. Department Head (or designee) initiates contact with the County's Incident Management Team (IMT). The IMT shall consult with Public Health regarding the contact.
 - e. Employee's office/workstation is left closed and remains untouched for at least 24 hours from the last time the employee was on-site.
 - f. The Buildings and Grounds Department will enhance ventilation efforts to the area, conduct interior surface cleaning and decontamination of all other common surfaces within the affected suite and other areas of our facilities the employee is known to frequent (in addition to routine general decontamination tours of public areas already being completed by Buildings and Grounds staff).
 - g. Employees in the general work area of the contact shall be directed to monitor for symptoms with no quarantine unless contacted by the Public Health Department and instructed accordingly.
 - h. After at least 24 hours of the contact being removed from the facility, the employee's office/workstation will undergo full decontamination / disinfection (which includes shampooing of carpets in the immediate area of the affected employee/s by Buildings and Grounds and be returned to normal operational status.
2. In the event NYSDOH guidelines for the public health emergency provide that critical essential employees 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, the County will abide by the guidelines and the following:
- a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current NYSDOH/Washington County Public Health protocol at least every hour, as practical.
 - d. If at any time the employee or contractor exhibits symptoms, refer to Item 3 below.
 - e. Critical operations / departments will be handled on a case by case basis in consultation with the Incident Management Team and Department Head.
 - f. The Chairman of the Board is the sole authorized decision-maker in determining whether an essential employee may be permitted to continue work following a potential exposure.

3. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - a. 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.
 - b. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - c. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/Washington County Public Health guidance and have consulted with a healthcare provider.
 - d. Washington County 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 NYSDOH/Washington County Public Health officials to do so.
 - e. The Director of Public Health must be informed and is responsible to ensure that the protocols are followed. Assistance shall be provided by the IMT.

4. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - a. Department Head (or designee) initiates contact to the IMT, Public Health is consulted by IMT following obtaining initial information.
 - b. If employee identified as positive is on-site, they will be sent home immediately to isolate, additional employees should remain in place for a short period of time within the department (if possible) to allow for review by the Department of Public Health.
 - c. Department will be immediately closed to all non-department personnel not already in the work area. The positive employee's office / workstation and department (or immediate contact area within of the positive – IMT will advise) is left closed, remaining untouched, for at least 24 hours.
 - d. Buildings and Grounds will enhance ventilation efforts to the area, conduct interior surface cleaning and decontamination of other area (outside the affected department) of our facilities the employee in known to frequent (in addition to routine general decontamination tours of public areas being completed by Buildings and Grounds).
 - e. The IMT will connect the Department Head (or designee) with Public Health representative to determine exposures and identify which employees have had close contact and will be required to quarantine.
 - f. Department Head (or designee) will compile a listing of all employees present during the contact period with the positive and provide contact information for Public Health's Contact Tracing Program.
 - g. At the direction of Public Health or a member of the IMT, Department employees (or department employees in the immediate area of the positive / or had direct contact within identified timeframe) will be released to go home for the day.

- h. Employees in the general work area of the contact not identified as contacts (those not instructed to quarantine) should monitor for any symptoms and report any changes to their Department Head.
- i. After at least 24 hours of the positive being present in the facility, the employee's office / workstation and department/suite will undergo full decontamination / disinfection (which includes shampooing of carpets in immediate area of the affected employee(s) by Buildings and Grounds and be returned to normal operational status.
- j. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.

Washington County recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow NYSDOH/Washington County Public Health recommendations and requirements and coordinate with our local Public Health Department for additional guidance and support as needed.

Cleaning and Disinfecting

NYSDOH/Washington County Public Health guidelines will be followed for cleaning and disinfection of surfaces/areas. Current 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.
2. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at by Buildings and Grounds staff as assigned by the Superintendent according to NYSDOH/Washington County Public Health guidelines.
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 are extenuating and unanticipated circumstances in which Washington County is committed to reducing the burden on our employees.

Washington County will administer mandated employer paid leave pursuant to federal and/or state laws and/or regulations when an employee is unable to work due to isolation/quarantine and/or is experiencing

symptoms and seeking a medical diagnosis. If no federal or state laws or regulations mandate employer paid leave, Washington County will defer to the sick leave policies of the employee's respective collective bargaining agreements or, for those employees who are not part of a bargaining unit, the Washington County Employee Handbook.

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 to support contact tracing within the organization and may be shared with local public health officials. Washington County currently utilizes an electronic door access system which is coordinated by the Public Safety Officer and the County Safety Officer. Employees are issued key fobs for door access which can be tracked electronically. Paper sign-in sheets may also be used as needed for documentation of outside visitors to departments and facilities. Department offices will be closed to the public except by appointment. This allows for accurate tracking of visitors to our facilities and departments.

Housing for Essential Employees

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

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available Washington County will coordinate with the local chapter of the American Red Cross and/or other such organizations to help identify and arrange for these housing needs. The Department of Public Safety will be the point of contact for essential housing needs that may arise.

APPENDIX A – ESSENTIAL FUNCTIONS / POSITIONS

The table below identifies the 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 also be conducted remotely. Titles which allow for the majority of the positions tasks to be completed remotely have been excluded.

DEPARTMENT	JOB TITLE	ESSENTIAL FUNCTION
FACILITIES		
BUILDINGS & GROUNDS	Superintendent of County Buildings & Grounds	Maintenance, repair and routine cleaning and disinfection of County facilities. Grounds maintenance.
	Building Maintenance Supervisor	
	Building Maintenance Mechanic	
	Supervising Cleaner	
	Building Maintenance Worker	
	Building Maintenance Helper	
GOVERNMENT OPERATIONS		
BOARD OF ELECTIONS	Commissioner of Elections - Democratic	In the event of an election, services could not be performed remotely.
	Commissioner of Elections - Republican	
COUNTY BOARD OF SUPERVISORS	Chairman of the Board	On location emergency oversight
COUNTY ADMINISTRATION	County Administrator	On location emergency oversight
COUNTY ATTORNEY	County Attorney	On location emergency oversight
	Senior Safety Officer	
COUNTY CLERK	County Clerk	

	Deputy County Clerk	On location revenue collection, receipt and filing of legal documents. Department of Motor Vehicle functions that cannot be conducted remotely.
	Motor Vehicle Bureau Supervisor	
	Senior Motor Vehicle License Clerk	
	Motor Vehicle License Clerk	
TREASURER	Treasurer	On location financial transactions, revenue / tax collection and receipting, payroll functions.
INFRASTRUCTURE		
PUBLIC WORKS	Superintendent of Public Works	Maintenance of road and bridge infrastructure.
	Head Automotive Mechanic	
	Auto Mechanic, FT	
	Senior Engineer	
	Bridge Repair Person	
	Highway General Supervisor III	
	Highway Supervisor I	
	Highway Supervisor II	
	Highway Worker I	
	Highway Worker I (Seasonal)	
	Highway Worker II	
	Highway Worker III	
	Sign Maintenance Supervisor	
	DPW Maintenance Shop Supervisor	
	Storekeeper	
	Heavy Equipment Mechanic	

SEWER DISTRICT NO 2	Executive Director of Sewer District II	Maintenance of municipal sewer system.
	Chief Waste Water Treatment Plant Operator	
	Administrative Assistant to the Executive Director	
	Compost Operator	
	Laborer	
	Pump Station Sewer Maintenance Worker	
	Pump Station Sewer Maintenance Worker II	
	Account Clerk	
	Sewer Maintenance Worker	
	Supervisor, Pump Station and Sewers	
	Waste Water Treatment Plant Operator	
	Senior Waste Water Treatment Plant Operator	
PUBLIC HEALTH & HUMAN SERVICES		
AGING & DISABILITIES RES CTR	Director, Office for the Aging	Public welfare functions some of which can be done remotely. "Meals on Wheels" program.
	Aging Services Aide, FT	
	Aging Services Aide, PT	
	Aging Services Aide, per diem	
	Aging Services Assistant	
	Meal Site Manager, PT	
	OFA Nutrition Services Coordinator	
	Typist	
	Senior Typist	

CHILDREN WITH SPECIAL NEEDS	Pre-School Service Coordinator	If preschool, transportation and CWSD programming are active, these positions should be onsite
	Early Intervention Program Coordinator	
PUBLIC HEALTH	Public Health Director	Public health functions.
	Assistant Director of Patient Svcs	
	Office Manager	
	Fiscal Officer	
	Supervisor, Public Health Nurses	
	Public Health Emer Prep Coord/ Infection Cntrl Coord	
	Public Health Educator	
	Registered Professional Nurse	
	Senior Account Clerk	
	Account Clerk	
	Senior Typist	
SOCIAL SERVICES	Commissioner of Social Services	Public welfare functions some of which can be done remotely
	Social Services Division Director	
	Account Clerk	
	Accounting Supervisor, Grade B	
	Administrative Assistant to Commissioner of Social Services	
	BICS Operator	
	Bookkeeper	
	Case Supervisor, Grade B	
	Caseworker	

	Community Services Worker	
	Computer Operations Coordinator	
	Principal Social Services Examiner	
	Senior Account Clerk	
	Senior Caseworker	
	Senior Clerk	
	Senior Typist	
	Senior Social Services Examiner	
	Social Services Examiner	
	Social Services Examiner, FT Temp Seasonal	
	Staff Development Coordinator	
	Training & Resource Dev. Coord.	
	Typist	
	Welfare Employment Representative	
VETERANS	Director, Veterans Service Agency	Public welfare functions some of which can be done remotely
	Deputy Director, Veterans Service Agency	
	Motor Vehicle Operator, PT	
WIC	WIC Program Coordinator	Public health and welfare functions, some can be done remotely.
	WIC Senior Program Nutritionist FT	
	WIC Program Nutritionist FT	
	WIC Program Nutritionist PT	
	WIC Nutrition Aide FT	
	WIC Outreach Worker, Per Diem	
	Senior Breastfeeding Peer Counselor PT	
	Breastfeeding Peer Counselor Per Diem	

PUBLIC SAFETY		
ASSIGNED COUNSEL	Administrator Legal Defense of Indigents	Public safety and law enforcement related functions. Some of these functions may be performed virtually while others cannot.
	Supervising Attorney (PT)	
CODE ENFORCEMENT	Code Enforcement Administrator	Public safety related functions. On location inspections.
	Code Enforcement Officer	
DISTRICT ATTORNEY	District Attorney	Public safety and law enforcement. Some of these functions may be performed remotely, while others cannot.
	Chief Assistant District Attorney	
	Supervising Assistant District Attorney	
	Assistant District Attorney	
	Legal Assistant	
	Senior Crime Victim Advocate	
	Crime Victim Advocate	
	Crime Victim Advocate Assistant	
	Senior Investigators (PT)	
EMS	EMS Coordinator	Public safety related functions. Some tasks may be completed remotely.
	Deputy EMS Coordinator	
FIRE BUREAU	Fire Coordinator	Public safety and law enforcement related functions. On location inspections.
	Deputy Fire Coordinator	
	Fire Investigator	
MEDICAL EXAMINERS	Coroner	Death reporting and related tasks
PROBATION	Probation Director (Group A)	Public safety and law enforcement related
	Probation Supervisor 1	

	Probation Officer 2/Senior Probation Officer	functions. Some of these functions may be performed virtually while others cannot.
	Probation Officer 1	
	Probation Officer 1 Trainee (transitional title)	
	Probation Assistant	
PUBLIC DEFENDER	Public Defender	Public safety and law enforcement related functions. Some of these functions may be performed virtually while others cannot.
	Supervising Assistant Public Defender	
	Assistant Public Defender	
	Assistant Public Defender (PT)	
PUBLIC SAFETY	Director of Public Safety	Public safety and law enforcement functions including 911 dispatching.
	Deputy Director of Public Safety	
	Communications Center Supervisor	
	Supervising Communications Officer	
	Communications Officer FT	
	Communications Officer Per Diem	
	Deputy Public Safety Coordinator (PT)	
	Administrative Secretary	
SHERIFF'S DEPARTMENT & JAIL	Sheriff	Public safety and law enforcement related functions including road patrol and inmate services at County jail.
	Undersheriff	
	Captain	
	Lieutenant	
	Investigator Sergeant	
	Investigator	
	Sergeant	
	Deputy Sheriff	

	Civil Clerk	
	Deputy PT	
	Court Attendant	
	Special Patrol Officer	
	Corrections Administrator	
	Assistant Corrections Administrator	
	Cook Manager	
	Cook	
	Assistant Cook	
	Senior Corrections Officer	
	Corrections Officer	
	Corrections Officer PT	
	Dietetic Services Supervisor	
	LPN, PT	
	LPN	
	RN	
	RN, PT	
	Supervising Nurse	
WEIGHTS & MEASURES	Director, Weights & Measures	Regulation of weights & measures in use in business must be done on location
YOUTH BUREAU / ALTERNATIVE	County, Youth Director	Public safety law enforcement related functions. Some of these functions may be completed remotely while others cannot.
SENTENCING	Assistant Director Youth Bureau / Alt Sent	
	Alcohol/Substance Abuse Prg Coord.	
	Alternative Sentencing Program Assistant	

	Alternative Sentencing Program Assistant (seasonal)	
	Court Referral Specialist	
	Program Specialist	
	Youth Bureau / Alt Sent Supervisor	

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