Pandemic Preparedness Plan
For the Departments of the County

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I. Overview:

A new state law requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. Plans must be finalized and published by April 1, 2021. This plan is being developed during the current COVID-19 world-wide pandemic. Much of what has been developed is based on the current level of infection and the level of contagion in comparison to the numbers who have developed symptoms and death. While this pandemic has been the worst to impact the United States in 100 years, there may be other pandemics in years to come that have more or less of an impact. Contagion levels will potentially change the need to reconsider the essential, non-essential, and those who would need to be furloughed at a time in the future. Historically, the influenza [flu] has been one of the primary concerns in the US and therefore much of the CDC's information on pandemics has been based on the Flu. It is useful to understand that there are expected intervals in a pandemic and these are described below from the CDC website in the influenza pandemic scenario:

A. Pandemic Intervals Framework (PIF)

The Pandemic Intervals Framework (PIF) describes the progression of an influenza pandemic using six intervals. This framework is used to guide influenza pandemic planning and provides recommendations for risk assessment, decision-making, and action in the United States. These intervals provide a common method to describe pandemic activity which can inform public health actions. The duration of each pandemic interval might vary depending on the characteristics of the virus and the public health response.

B. Description of the Six Pandemic Intervals

Interval *1) Investigation of cases of novel influenza A virus infection in humans*

Description When novel influenza A viruses are identified in people, public health actions focus on targeted monitoring and investigation. This can trigger a risk assessment of that virus with the Influenza Risk Assessment Tool (IRAT), which is used to evaluate if the virus has the potential to cause a pandemic.

Interval 2) *Recognition of increased potential for ongoing transmission of a novel influenza A virus*

Description When increasing numbers of human cases of novel influenza A illness are identified and the virus has the potential to spread from person-to-person, public health actions focus on control of the outbreak, including treatment of sick persons.

Interval 3) *Initiation of a pandemic wave*

Description A pandemic occurs when people are easily infected with a novel influenza A virus that has the ability to spread in a sustained manner from person-to-person.

Interval 4) *Acceleration of a pandemic wave*

Description The acceleration (or "speeding up") is the upward epidemiological curve as the new virus infects susceptible people. Public health actions at this time may focus on the use of appropriate non-pharmaceutical interventions in the community (e.g. school and child-care facility closures, social distancing), as well the use of medications (e.g. antivirals) and vaccines, if available. These actions combined can reduce the spread of the disease, and prevent illness or death.

Interval 5) *Deceleration of a pandemic wave*

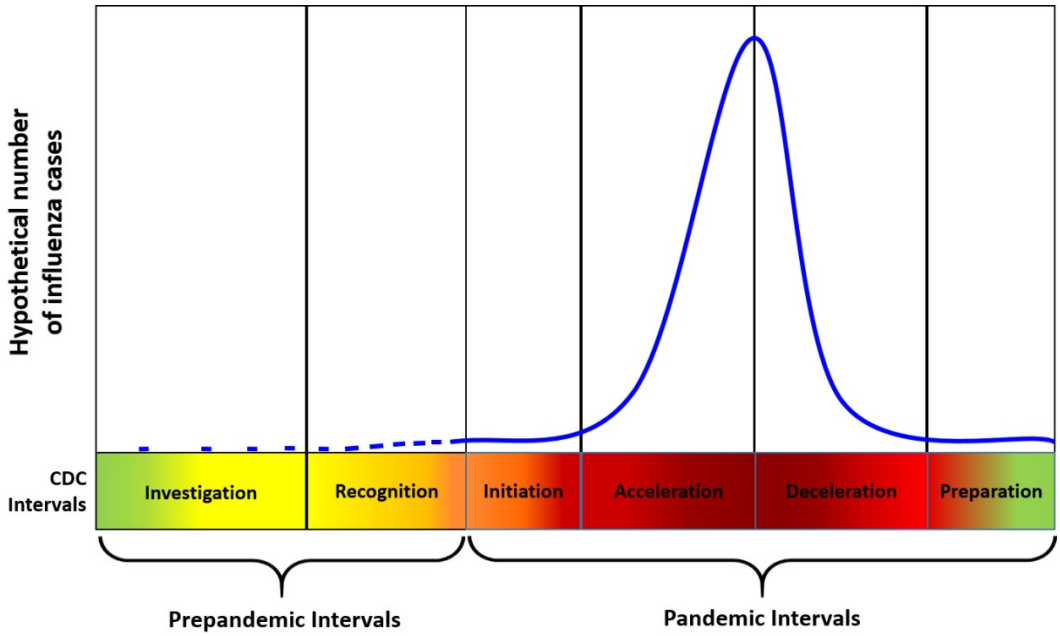
Description The deceleration (or "slowing down") happens when pandemic influenza cases consistently decrease in the United States. Public health actions include continued vaccination, monitoring of pandemic influenza A

virus circulation and illness, and reducing the use of non-pharmaceutical interventions in the community (e.g. school closures).

Interval 6) ***Preparation for future pandemic waves***

Description When pandemic influenza has subsided, public health actions include continued monitoring of pandemic influenza A virus activity and preparing for potential additional waves of infection. It is possible that a 2nd pandemic wave could have higher severity than the initial wave. An influenza pandemic is declared ended when enough data shows that the influenza virus, worldwide, is similar to a seasonal influenza virus in how it spreads and the severity of the illness it can cause.

Figure 1. Preparedness and response framework for novel influenza A virus pandemics: CDC intervals



In addition to describing the progression of a pandemic, certain indicators and assessments are used to define when one interval moves into another. CDC uses two tools (the Influenza Risk Assessment Tool and the Pandemic Severity Assessment Framework) to evaluate the pandemic risk that a new influenza A virus can pose. The results from both of these assessments are used to guide federal, state and local public health decisions.

Please refer to the "Updated Preparedness and Response Framework for Influenza Pandemics" for more information about the Pandemic Intervals Framework and how it guides federal, state, and local public health actions.

The document below represents the draft Allegany County Pandemic Response Plan.

II. Approval Process for the Plan

- Draft Plan was developed January 2021. The draft was distributed to the union representatives below through HR February 4, 2021
  - AFSCME Council 66: Elizabeth Gugino Elizabeth.Gugino@dfa.state.ny.us, Elizabeth.Gugino@alleganyco.com
  - PEF: Pam Cockle CocklePL@alleganyco.com
  - NYSNA: Chris Kelley kelleyc@alleganyco.com
  - Deputy Sheriff: Matt Tronetti TronetME@alleganyco.com
- The Unions reviewed the plan during the following week with comments back to County Administrator by February 12, 2021
- The Revised draft was then be submitted to the Allegany County Legislature at the March 3, 2021 Committees meeting. Comments from the Legislature and other suggestions were accepted until March 12th, 2021.
- The Final Plan was completed and approved at a Board of Legislators meeting held on March 22, 2021.
- The plan is to be maintained on the County website www.alleganyco.com
- This plan should be reviewed and revised if necessary on a no more than five year cycle. Next targeted due date will be April 1, 2026.

III. Employees

Allegany County recognizes that every pandemic situation will have different acceptable parameters related to the actual event. Executive Orders by the President of the United States, the New York State Governor, and/or State of Emergency by the Chairman of the Allegany County Legislature will direct the level of response and the impact to operations. The County will work to the extent applicable to follow the civil service rules, union contracts, labor laws and collective bargaining agreements during these events.

Major (Full) Stay at Home Order Level [less than 30% of employees allowed to work]:
In the case where full quarantine and stay at home orders are in place, it was deemed that some employees would still need to be on-site and considered essential. These are generally related to Health, Public Safety, Jail, 911, Public Works, I.T. and Emergency Management. A certain number of employees will still need to report to their place of work in order basic operations to continue. All other employees who could perform their duties remotely would be setup with technology as needed to undertake their work.

Minor (Partial) Stay at Home Order Level [30% to 99% of employees allowed to work]
If the pandemic were not to the full level of quarantine/stay-at-home order, it was determined that a hybrid model could be implemented allowing other "essential" employees to safely perform their work either at their office space and/or at home by working remotely in a mixed shift model. Some employees, while important under normal situations, cannot do their work from home and the County can operate without these tasks for a limited period of time while the major pandemic state of emergency is in operation. This category representing employees that cannot perform their duties at home and cannot be allowed to work on-site for health and safety reasons would be considered truly non-essential during a major pandemic event. Minor pandemic conditions may allow some or all of these employees to return to work depending on conditions.

State of Emergency orders will control this response. If offices can return to partial or near normal levels of staff, there may continue to be limited access to buildings by the public. Some tasks may be time sensitive and be allowed for short periods of time based on conditions and need. Certain meetings and tasks may not be able to be completed during the State of Emergency. The County has developed emergency protocols during the 2020 COVID-19 Pandemic that can be utilized in the Minor (Partial) Stay at Home Order Level for operations and when working with the public.

A. Titles considered required to be essential to be on-site

It is the premise of this plan that we are addressing a catastrophic pandemic situation with a stay at home order in place. For lesser levels of pandemic there will be opportunities for additional staff to come in to the County owned structures. This listing is based on the current staffing/titles, and will be subject to review and updating at any time in the future when it is needed for deleted titles, additional hiring and new titles.

In the table below there are currently 166 employees identified that are required to be on-site at a county owned structure even during a major pandemic state of emergency. Some of these have been identified in the listing that they may be able to do some of their work remotely but would likely need to be on-site for a majority of the time. In any case that it is determined that the work can be done remotely the staff would be encouraged to do so. Some of these positions that are listed that are identified currently as essential to work on-site, may be determined during a particular pandemic to not be required to be at a County owned structure. Note: the Department titles, Position Titles are per the HR Department/Civil Service listing for these positions. They are sorted by Codes for the Department and Position rather than Alphabetical.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
ADMINISTRATOR [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	County Administrator [1 Currently]		Responsible for ensuring the continuation of operations of all county departments and services. Additionally, will respond to media and resident inquires and conduct briefings of stakeholders as necessary. The County Administrator will maintain both an onsite presence as well as remote work assignment as the circumstances dictates. EOC
CLERK OF BOARD [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Clerk of the Board [1 Currently]		The Clerk of the Board will be considered essential to oversee all Legislative needs. It may be possible for the Clerk to have short off-site closures but generally would need to be available on site. Designated Public Information Officer. EOC
TREASURER [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	County Treasurer [1 Currently]		The County Treasurer will be considered essential to oversee all financial needs of the County. It may be possible for the County Treasurer to have short off-site closures but generally would need to be available on site. EOC

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
TREASURER [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Deputy County Treasurer [1 Currently]	NonUnit	The Deputy County Treasurer will be considered essential to oversee all financial needs of the County. It may be possible for the Deputy County Treasurer to have short off-site closures but generally would need to be available on site. EOC
INFORMATION TECHNOLOGY [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Director Information Tech [1 Currently]		Information Technology Director will be considered essential to oversee the technology needs of all the other departments that are working remotely. Initially there may be additional IT staff needed to distribute equipment. It may be possible for the IT Director to have on-site closures as the Pandemic goes on longer. This will be determined by the County Administrator. EOC
COUNTY ATTORNEY [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	COUNTY ATTORNEY [1 Currently]		The County Attorney will be considered essential to oversee all legal needs. It may be possible for the County Attorney to have short off-site closures but generally would need to be available on site. EOC
HUMAN RESOURCES/CIVIL SERVICE [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	PERSONNEL OFFICER [1 Currently]		This title is charged by the law to administer the provisions of the Civil Service Law, County Civil Service Rules, and County Civil Service Policies and Procedures for Allegany County and all the Towns, Villages, and School Districts in Allegany County; as well as oversight of the human resources operations [including payroll] for the County. This position plays a key role in coordinating the staffing efforts for the County, especially in the wake of a Public Health Emergency. Additionally, school districts and municipalities would require assistance from this individual. The nature of the duties varies in extremes and on-site work would be the most efficient process to meet the needs of the County, Towns, Villages, and School Districts. EOC
BUILDINGS and GROUNDS	CLEANER [2 Currently]	AFSCME	Must be on site to keep all county buildings clean and disinfected for safe occupancy of all employees as well as the public.
BUILDINGS and GROUNDS	JANITOR [7 Currently]	AFSCME	Must be on site to keep all county buildings clean and disinfected for safe occupancy of all employees as well as the public.
BUILDINGS and GROUNDS	MAINTENANCE SUPERVISOR [1 Currently]	PEF	Must be on site to lead and direct maintenance and cleaning crews/performs maintenance on all county buildings.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
SHERIFF	Corrections Lieutenant [1 Currently]	NonUnit	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
SHERIFF	DEPUTY SHERIFF LIEUTENANT [1 Currently]	NonUnit	The Sheriff office oversees the 911 dispatch and jail operations; operates 24 hours a day and has different staffing requirements for each shift. The Sheriff's office cannot be shut down as it provides jail, and emergency communication for all fire, ems and police, law enforcement, NY State Police, DEC, Forest Rangers, municipal police in the County.
SHERIFF	Jail Administrator [1 Currently]	NonUnit	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
SHERIFF	NURSE PRACTITIONER [1 Currently]	Nurses	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
SHERIFF	REGISTERED NURSE [2 Currently]	Nurses	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
SHERIFF	SHERIFF [1 Currently]		The Sheriff office oversees the 911 dispatch and jail operations; operates 24 hours a day and has different staffing requirements for each shift. The Sheriff's office cannot be shut down as it provides jail, and emergency communication for all fire, ems and police, law enforcement, NY State Police, DEC, Forest Rangers, municipal police in the County. EOC
SHERIFF	UNDERSHERIFF [1 Currently]	NonUnit	The Sheriff office oversees the 911 dispatch and jail operations; operates 24 hours a day and has different staffing requirements for each shift. The Sheriff's office cannot be shut down as it provides jail, and emergency communication for all fire, ems and police, law enforcement, NY State Police, DEC, Forest Rangers, municipal police in the County. EOC
JAIL	CO pd at Corrections Corp [1 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
JAIL	Correction Officer [40 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
JAIL	Corrections Corporal [3 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
JAIL	Corrections Sergeant [5 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
JAIL	Deputy Sheriff [17 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
JAIL	Deputy Sheriff Sergeant [4 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
JAIL	Sheriff Dept Cook [1 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
JAIL	Sheriff Dept Cook Manager [1 Currently]	CCL 82 AFSCME AFL CIO	The Jail operates 24 hours a day and has different staffing requirements for each shift. The Jail cannot be shut down without negatively impacting public safety.
E-911	Emergency Services Dispatcher [15 Currently]	AFSCME	The 911 Dispatch operates 24 hours a day and has different staffing requirements for each shift. The dispatch center cannot be shut down as it provides emergency communication for all fire, ems and police in the County.
E-911	Head Emergency Svc Dispatch [1 Currently]	AFSCME	The 911 Dispatch operates 24 hours a day and has different staffing requirements for each shift. The dispatch center cannot be shut down as it provides emergency communication for all fire, ems and police in the County.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
E-911	Radio Technician [1 Currently]	AFSCME	The 911 Dispatch operates 24 hours a day and has different staffing requirements for each shift. The dispatch center cannot be shut down as it provides emergency communication for all fire, ems and police in the County. Provides maintenance and repair of communications equipment.
OFFICE OF EMERGENCY SERVICE [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	ACCOUNT CLERK TYPIST [1 Currently]	AFSCME	The Office of Emergency Management and Fire Service is the central office for responding to emergencies, providing training for EMT's, Fire Fighters and assisting the Health Department as well as other departments.
OFFICE OF EMERGENCY SERVICE [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Dir Emergency Management and Fire [1 Currently]		The Office of Emergency Management and Fire Service is the central office for responding to emergencies. EOC
OFFICE OF EMERGENCY SERVICE [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Emergency Services Assistant [1 Currently]	AFSCME	The Office of Emergency Management and Fire Service is the central office for responding to emergencies, providing training for EMT's and assisting the Health Department as well as other departments. EOC
HEALTH	ACCOUNT CLERK TYPIST [1 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	ACCOUNTANT [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	CLERK [2 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	CLERK [1 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
HEALTH	CLINIC SECRETARY [1 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Dir Children's Service [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Dir Environmental Health [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Dir Patient Services [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Dir Public Health [1 Currently]		In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed. EOC
HEALTH	Early Intervention Svc Coordinator [2 Currently]		In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Medical Records Comp Oper [1 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Phys Hand. Child Prg Coor [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	PUBLIC HEALTH EDUCATOR [1 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Public Health Sanitarian [4 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
HEALTH	Public Health Technician [3 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	REGISTERED NURSE [3 Currently]	Nurses	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Secretary Public Health Dir [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	Supervisor Public Health Ed [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	TYPIST [1 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	WIC Nutritionist [2 Currently]	AFSCME	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	WIC Peer Counselor [1 Currently]		In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
HEALTH	WIC Program Coordinator [1 Currently]	PEF	In the event of a Pandemic the Department of Health will be fully staffed in house as needed. All staff is considered needed to be on-call to respond to issues as needed.
PROBATION	Director[1 Currently]		The Director or a Supervisor needs to be able to come into the office at least once or twice a week to check for faxes and voice mail messages. Police agencies will continue to make juvenile arrests and the appearance tickets for the youth are written to Probation Department.
SOCIAL SERVICES [Note: can perform some of their duties remotely, but are required to be in the building at least pt-time]	Commissioner Social Services [1 Currently]		The Commissioner of Social Services would be on duty at the Office building as needed to direct the rest of the Social Services team. EOC

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
SOCIAL SERVICES [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Deputy Commissioner Social Services [1 Currently]	NonUnit	The Deputy Commissioner of Social Services would be on duty at the Office building as needed to direct the rest of the Social Services team.
SOCIAL SERVICES [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Dir Temporary Assistance [1 Currently]	PEF	Social Services provide important health and safety net response. Most staff will likely be able to operate from remote. This position is currently considered essential to be on-site.
SOCIAL SERVICES [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Supervisor Child Sup Services [1 Currently]	PEF	Social Services provide important health and safety net response. Most staff will likely be able to operate from remote. This position is currently considered essential to be on-site.
SOCIAL SERVICES [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	Sr. Account Clerk Typist [1 Currently]		The Sr. Account Clerk Typist staff member can ensure child support payments, handling of all Allegany County Accounts, other NYS Jurisdictions, and Out-of-State UIFSA requests, weekly IRS Offset Payment Reports and all NYS Offset payments. Many other duties are needed to be maintained during all times and this position is integral in this effort.
DPW ADMINISTRATION [Note: can perform some of their duties remotely, but are required to be in the building at least part-time]	DPW Superintendent [1 Currently]		The DPW Superintendent would be on duty at the Office building as needed to direct the rest of the Public Works team. In the winter months it will be a requirement to add on-call snow plow drivers and mechanics, etc. In summer months it may be possible to have fewer DPW staff for a limited time. EOC
SOLID WASTE	RECYCLING COORDINATOR [1 Currently]	AFSCME	DPW provides garbage collection sites at the Transfer Stations that would not be able to be shut down for an extended period of time so is considered essential with possibility of short term closures.
SOLID WASTE	Transfer Station Operator [7 Currently]	AFSCME	DPW provides garbage collection sites at the Transfer Stations that would not be able to be shut down for an extended period of time so is considered essential with possibility of short term closures.

Department	Position Title	Union Classification	Justification [EOC = Emergency Operations Center]
SOLID WASTE	SOLID WASTE MECHANIC [1 Currently]	AFSCME	DPW provides garbage collection sites at the Transfer Stations that would not be able to be shut down for an extended period of time so is considered essential with possibility of short term closures.
SOLID WASTE	Solid Waste Supervisor [1 Currently]	PEF	DPW provides garbage collection sites at the Transfer Stations that would not be able to be shut down for an extended period of time so is considered essential with possibility of short term closures.

B. Titles that can work remote

It is the premise of this plan that we are addressing a catastrophic Major pandemic situation with a stay at home order in place. For lesser levels of Minor pandemic there will be opportunities for additional staff to come in to the County owned structures. This listing of "essential" is based on the current staffing/titles, and will be subject to review and updating at any time in the future when it is needed for deleted titles, additional hiring and new titles. It is recommended that this should be reviewed and updated approximately every five years.

Any position not listed in the chart above is considered not to be essential to work at a county owned structure. All efforts will be made to accommodate those workers to be able to continue to provide work and service to the County through technological means. Some positions that simply cannot do their work remotely may face a furlough situation.

IV. On-Site Protocols

A. Work Shifts

The normal work shifts are set by each Department in accordance with the County Legislature and Union Contracts. The official regular hours for all County Departments were set by resolution as 8:30 a.m. – 4:00 p.m. Monday through Friday. However, departments have additional needs outside of these regular hours. Some departments are staffed 24 hours a day; 7 days a week, or have on-call hours. Each office outlined the need to flex work shifts as needed within their particular plans. Many would need the ability to work remotely or have multiple shifts. These changes would be in response to a designated State of Emergency within the County. Shifts would be set depending on the particular level of distancing and allowable interaction for the pandemic conditions.

B. Time and Attendance:

Allegany County utilizes ExecuTime to Manage Time, Attendance, and Scheduling. ExecuTime manages time and attendance as well as advanced scheduling, offers your employees self-service functionalities. This system is used to Automate and Simplify Timekeeping including to simplify payroll processing, time tracking, and benefits accrual tracking. The system allows for entering and tracking time types. It also allows on-line management of time off requests; apply job costing while handling multiple pay periods and FLSA guidelines, managing complex time tracking rules and pay codes, so as to automate payroll software integration. The program allows for advanced scheduling for manage overtime eligibility, work limits, and certifications. It allows the County to manage unlimited number of schedules and shifts, with flexible reporting. This program allows access via any device, anytime, anywhere. While you can't always be at your computer, you can manage time, attendance, and scheduling wherever you are with ExecuTime mobile solutions. We have integrated it into the county's accounting system. The Sheriff's Department and Public Works are currently transitioning from other software packages to the ExecuTime platform. The ExecuTime software can be and would be configured to track work from home or a work site as needed.

C. PPE – Personal Protective Equipment Protocols

Allegany County has a system in place for storage, maintaining inventory and distribution of PPE. The designated system currently utilizes the Health Department and the Emergency Services Office to order and distribute PPE. The PPE Officer for Pandemic response will be designated by the Allegany County Department of Health Director. The PPE Officer will be charged with overseeing all PPE acquisition, maintenance, inventory and distribution. Storage of materials will be done at county facilities including the County Office Building, Maintenance Garage and storage facility behind the County Office Building, the Public Safety Facility and the

Crossroads Center in a manner which will prevent degradation and provide immediate access to PPE in the event of an emergency.

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

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

- Note that while cleaning supplies are not PPE, there is a need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer.
- 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

Department Heads will be responsible for ensuring that their employees have access to and proper training and use of PPE. Please note that the use of PPE is a last resort in the hierarchy of controls. Other measures such as eliminating the hazard, replacing the hazard, engineering controls, and administrative controls come before the use of PPE. To ensure that employees comply with all PPE requirements, each Department will implement and enforce, at a minimum, the following requirements:

- Employees must wear face coverings at all times when in direct contact with members of the public, in shared hallways and stairwells and any public use areas. They are also required to wear face coverings at any time when they are unable to maintain 6' social distancing.
- Provide training to all staff to include when to use PPE, what PPE is necessary, how to properly use PPE, and how to properly dispose of PPE based on the department specific procedures.

D. Workplace Restricted Access and Screening

The County will implement restrictions on access to buildings based on the level of the pandemic. In most cases there will be mandatory health screening assessments. All workplace entry points will be limited to ensure that all employees & members of the general public pass through designated health screening stations. All County work locations will have designated people who will be responsible for ensuring that the health screenings of visitors are conducted with proper documentation when necessary. Each location is responsible for assigning their own staffing for the screenings of visitors & maintaining all floor markings & signage. If this guidance cannot be followed, special health screening arrangements must be requested &

prearranged. The County will post signage regarding no entry with symptoms, maintain social distancing and other related signage as necessary. All screeners, employees & visitors are required to use proper PPE to enter buildings & screening stations. Additional detailed screening and access will be based on the particular pandemic recommendations by the CDC, NYS DOH and ACDOH.

E. Employee Personal Hygiene

Department Heads will be responsible for ensuring that their employees have access to and use of hand sanitizer and regular hand washing. To ensure that employees comply with personal hygiene requirements, each Department will implement and enforce, at a minimum, the following:

- Posted signage regarding proper employee hygiene practices.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, warm water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Promote healthy hygiene with employees and the public.
- Ensure sanitization stations are full; acquiring any needed supplies from buildings and grounds.

F. Physical Workspace Modifications and Controls

Department Heads will be responsible for identifying any physical workspace modifications and controls based on a Workplace Risk Assessment.

G. Contact Tracing

The Allegany County Department of Health will perform all employment-based contact tracing in the event of a positive case. New York State, CDC and other protocols that are in effect for a particular pandemic will control the method of doing the tracing. Each disease has different issues associated with it and its own proper protocols. County employee specific interactions will be traced as required for the incidents. Departments and employees are encouraged to keep track of outside interactions for potential tracing needs. A worksheet is provided for this purpose and is included in the Government Safety Plan approved summer 2020.

H. Communications

Department heads will maintain up to date employees contact information and will maintain record of all pertinent communications between Department Head and Employees.

I. Employee and Visitor Health Screening

The County will implement appropriate health screening assessments based on the conditions.

J. Public Transportation

Allegany County offers public transportation through third party contractors that are not under the direct County control. This service is extremely lightly used by County employees. The third party contractor has its own protocols in place to respond to pandemic needs. Typically, this bus service operates in the county from 6:30 a.m. – 8:00 p.m. Monday through Friday.

V. Off -Site Protocols

Employees are expected to take whatever appropriate precautions at their home or off site location to minimize the likelihood of them becoming infected. Off-site employees will be expected to follow similar time and attendance, safety and health protocols, workspace layouts, contact tracing information and communications with Department Head, other management and HR.

A. Off-Site Health Protocols:

County employees that are required to perform job duties from home or other off-work site locations due to a pandemic state of emergency being in effect will be expected to take all precautions at off-site locations to keep themselves healthy including the same precautions when such as personal hygiene, social distancing, and utilizing PPE as needed to perform their job duties. If special PPE is required to maintain a safe work environment for a particular pandemic, staff will need to notify their Department Head with the request for compliance purposes.

B. Technology Protocols:

County employees that are required to perform job duties from home or other off-work site locations due to pandemic state of emergency being in effect will be provided with technology equipment as needed to perform their job duties. The Allegany County IT Department will be responsible for ensuring that all non-essential employees and contractors have the necessary equipment to accomplish their job duties 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.

The *Allegany County Employee Electronic Communication and Device Use Policy* was approved December 28, 2015. This policy provides information, security policies, standards, procedures to provide employees with a set of guidelines and policies that govern the acceptable use of County Information Technology assets. The IT Department will use this Plan to determine the tools and resources a non-essential employee will need to work remotely.

The Allegany County I.T. Department will be the central clearinghouse for all technology distribution for County Employees. Most contractors already have their own protocols in place for working remotely. If any need additional assistance, they will go through the I.T. Department. Almost all of the remainder of this section depends on the employee having high speed broadband access. Some parts of Allegany County do not have good broadband access. These particular cases will be analyzed on a case by case basis to see what the best remedy for the issue is. This may include working with local last mile providers or cell service providers to bring better access to the workers.

- Department request would go to the I.T. Department, and then I.T. Department determines what their situation is for access. Then I.T. Department gives them the proper instructions to install the Virtual Private Network (VPN) client on their home computer or gives them a computer from the department to use. If no internet is present at the home, then a hotspot might also be provided if appropriate.
- Work phones can be forwarded to cell numbers or home phones. This allows employees to check messages from home.
- I.T. can assist in providing privacy to keep personal cell phones from being visible when making county calls.
- County Email can be retrieved through any computer or smart phone's browser as long as it has internet access.
- New York State or other Email services will be utilized and dealt with by the IT department if possible. Some services may not be available depending on security protocols by outside agencies.

VI. Exposure Protocols

A. Response to Exposure by Employees

- The Department of Health will issue official Quarantine/Isolation orders to the appropriate people.
- The Allegany County Department of Health will notify Human Resources of any Quarantine/Isolation orders for our County Employees that reside in Allegany County. Employees residing outside of Allegany County are responsible for providing HR with a copy of the Quarantine/Isolation order immediately upon receiving it.
- Employees must contact Human Resources regarding FMLA or sick leave.
- Each Department will choose a designated staff member (typically a Department Head) who will receive basic information regarding the employee in Quarantine/Isolation. This staff member will be required to sign a confidentiality agreement and is the only person who will receive this information.
- The Allegany County Department of Health will notify Human Resources, Buildings and Grounds if a department needs deep cleaning. Human Resources will then notify the designated staff member from the appropriate department.
- Any employee that receives a Quarantine/Isolation orders is not permitted to enter a County work site until the Human Resource Office receives an official release issued by the Department of Health. Quarantine Orders may be issued by New York State and will need to be submitted to Human Resources Office. Human Resources will then notify the designated staff member when an employee is approved to return to work.

B. Emergency Housing for Exposed Employees Protocols

This section is for an extreme situation where employees are needed on-site and can't safely return to their homes for the possibility of infection either from the employee to their household or to the employee from their household. In the case of a County Employee who is considered essential and should not leave the county buildings in order to continue to stay healthy and available, the County has access to approximately 100 cots that could also be used at other locations where work is being conducted if absolutely required to continue services.

In the case of exposure of County Employees, who are not actively sick and are deemed essential to be on-site the County, but are not allowed to go home, the County has a few options that they may utilize. The County owns a property formerly used as a church in Belmont that could house some staff. This site is currently slated for updates in the coming year including restroom and HVAC improvements. In some cases the offices could temporarily have cots brought in to use. The Crossroads Center owned by the IDA has a large conference room and other meetings rooms that could be repurposed in an emergency for some housing space. There are numerous dormitories at Alfred State College, Alfred University and at

Houghton College that may be available for use with negotiation with those institutions and the County, presuming the students had already left. Lastly, there is an extra part of the County Jail facility that is currently unused and upon approval by those involved as well as other governing entities.

During a time of isolation they may be allowed to work either from one of those locations or if their office is appropriate they could work from their office. Accommodations would need to be made to address food and related items, clothing, showers, regular medicines that employees need, etc. It is likely that the kitchen at the Jail will be utilized to prepare meals for staff working and staying at county structures. An emergency dictates pay rates that will be directed by the County Administrator, HR, and others in decision making roles. This is an item that the County should consider in future discussions with employees and Legislature. Some Departments already have emergency pay structures built into their system. The County has access to approximately 100 cots that could also be used at other locations where work is being conducted if this was absolutely required to continue services.

If employees are actively sick and are in need of medical attention the employees would be treated according to the current pandemic treatment methods per the County Health Department, NYS Health Department and the CDC recommendations. This would include returning to their home or being transported to a medical facility for treatment if needed.

VII. Incident Violation Response Protocols

Any Allegany County employee or contractor working for the county who believe or allege that there are violations of this plan are encouraged to report such violations to Human Resources. A form for submission of a written complaint is attached to this policy. All employees are encouraged to use this complaint form. This form is also available on the Allegany County Human Resources/Civil Service Page on the employee portal webpage. Notice of Violation Forms can be submitted to the Allegany County Human Resource Director. The form and webpage related to this will be located at the same location on the HR employee portal webpage during times of pandemic in order to comply with this plan and requirement. A hotline number will be made available and operated by the HR staff: 585-268-9212 or another phone number designated at the time of the Pandemic.

VIII. Appendices:

A. *Federal, State and Local Links*

B. *Forms*

C. *Safety Plan – Approved June 2020*

A. International, Federal, State and Local Links

World Health Organization: https://www.who.int/influenza/preparedness/pandemic/en/

Center for Disease Control: https://www.cdc.gov/

US Food and Drug Administration: https://www.fda.gov/news-events/fda-voices/pandemic-response-pandemic-preparation

NYS Department of Health: https://health.ny.gov/

NYS Governor: https://www.governor.ny.gov/

NYS Department of State: https://www.ny.gov/agencies/department-state

NYS Department of Labor: https://dol.ny.gov/

Allegany County: https://www.alleganyco.com/

Johns Hopkins University of Medicine: https://coronavirus.jhu.edu/

Currently these are the entities overseeing Pandemic Response in Allegany County:

University of Rochester: https://www.urmc.rochester.edu/

Catholic Health: https://www.chsbuffalo.org/

B. Relevant Forms and Policies

Incident Violation Response Form

Health Screening Form

PPE Request Form

Pandemic Telecommuting Policy

Allegany COUNTY New York

Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

HUMAN RESOURCES INCIDENT VIOLATION RESPONSE FORM

Date of Report: _____ Date[s] of Incident: _____

Name of Employee who alleged to have violated laws/regulation/rule or guidance related to occupational health and safety involving a communicable disease, including but not limited to the Novel Coronavirus COVID-19: _____

Department Employee works in: _____

Symptom/Nature of alleged violation: _____

_____

Contact information [optional] of accuser: _____

Actions taken by HR/County: _____

_____

_____

_____

Final Decisions/Results: _____

_____

_____

_____

_____

Date Case Closed: _____

HR Director: _____

Allegany COUNTY New York

Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

HUMAN RESOURCES EMPLOYEE HEALTH SCREENING

Employee Name: _____ Date: _____

Mark symptom(s) reported by the employee and answer the related questions

Health Screening Questions

O **Have you had any COVID-19 symptoms in the past 14 days?**

- O Fever of 100.4 degrees Fahrenheit or greater or chills
- O Cough
- O Shortness of breath or difficulty breathing
- O Fatigue
- O Muscle or body aches
- O Headache
- O New loss of taste or smell
- O Sore throat
- O Congestion or runny nose
- O Nausea or vomiting
- O Diarrhea
- O Other:

_____
_____
_____
_____
_____

1. Date of onset of symptom(s): _____
2. Do you still have symptom(s): _____
3. Have you contacted a doctor or sought medical evaluation: O Yes O No
   What was the result? _____
   _____

O **Had a positive COVID-19 test in the past 14 days?**

1. Have you have been issued an official release: O Yes O No
   If yes, has a release order has been provided to Human Resources: O Yes O No

O **Had close contact with a confirmed or suspected COVID-19 case in the past 14 days?**

1. Have you contacted a doctor or sought medical evaluation: O Yes O NO
   What was the result? _____
   _____

O **Recently traveled outside of the United States?**

Where: _____
What date(s)? _____

Any other pertinent information: _____
_____
_____
_____
_____
_____
_____

Employee contact information:

Phone: _____
Email: _____
Other: _____

Was the Department of Health consulted: O Yes O No

If yes:

Who: _____
Date/Time: _____
What was the guidance? _____
_____
_____
_____

Human Resources final decision: _____
_____
_____
_____

Employee notification of final decision:

Date/Time: _____
How notified: _____

Comments: _____
_____
_____
_____

Human Resources June 2020
Revised 8/20/2020

Allegany COUNTY New York

DEPARTMENT OF HEALTH

County Office Building,
7 Court Street, Room #30
Belmont, New York 14813
Phone: (585)268-9250
Fax: (585)268-9264

Emergency Supply Request Form

Submit all supply requests to Logistics Section via healthinfo@alleganyco.com. For info, call:
Bryan Payne: 585.268.9717 or
Amy Frungillo: 585.268.6250
Organization Name:

_____

Supply distribution will be based on need and availability. Be prepared to pick up supplies from Belmont. **Supplies may be distributed on a loan basis, to be repaid in kind when your regular supplies are delivered.**

Person to contact (with title): _____
Contact telephone: _____
Contact: _____

Supplies Requested: N95 respirators number: _____ size: _____
Examination gloves number: _____ size: _____
Gowns number: _____ size: med. _____ Lg_____ and xl_____
Hand sanitizer number:_____ size:_____
Surface Sanitizer number: _____
Other (name, number, size) _____
Other (name, number, size) _____

For each supply requested give: (1.) what the supplies will be used for and number of employees, (2.) the name of your vendor, and (3.) estimated date of delivery from your vendor. **All questions must be answered prior to distribution.**

Item	Weekly use Rate	Inventory on hand	#Requested & Sizes
N95 MASK			
Surgical Mask			
Gowns			
Isolation Gowns (non-stock)			
Gloves			
Face Shields			
Mask with Face Shields			
Goggles/Safety Glasses			
Coveralls (non-stock)			
Booties (Shoe Covers)			
Peroxide Wipes			
Sanitizer Gallons			

Draft - Pandemic Telecommuting Policy

Purpose and Intent

During a declared state of emergency, Allegany County employees will still continue to provide services that are essential to the community. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to an emergency, and job duties and technology allows, employees may be approved to work remotely.

Telecommuting is a temporary arrangement necessitated by a declared state of emergency. Telecommuting may be appropriate for some employees and/or jobs but not necessarily for all staff. This determination will be made exclusively by the County Administrator or designee with Department Head input/recommendations. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the County. Any Telecommuting assignment will be evaluated as frequently as the County believes is necessary and may be discontinued at any time.

This guide outlines key considerations, best practices, and guidance and is subject to change to meet the specific challenges presented by the declared emergency.

Hours/Days Worked

All employees who are approved for telecommuting will perform their job duties during normal work hours/days unless a flex schedule has been arranged. It is the expectation that employees telecommuting are easily accessible during their work hours. If needed, employees may be required to come to the county work location at any time. If an employee cannot perform their job duties at any time during their scheduled work hours, they must request approval from a supervisor for time off and use the appropriate accruals.

Pay

Telecommuting employees will be required to clock in and out utilizing the County's Time and Attendance software [currently Executime]. Employees will receive their regular hourly pay rate and may earn overtime in accordance to their collective bargaining agreements/county policy.

Performance

Supervisor's must identify and clearly outline to an employee performance expectations. These expectations must include, but are not limited to, methods of regular communication specific to work priorities, deliverables, timelines, etc.

Home Environment

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors include access to the internet and phone, the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Expectations should be set with other household members regarding interactions and availability.

To ensure that employee performance will not suffer in remote work arrangements, the County requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to County personnel by phone and/or email
- Maintain Strict confidentiality of County and/or client information
- Employees working remotely must adhere to all County policies and procedures as if working from their regular office setting

Technology

The Information Technology Department will work with each department provide the needed technology to telecommuting employees. Equipment and/or service that the County provides to the employee are County property and may be recovered or discontinued at any time and at the sole discretion of Allegany County. Employees are required to adhere to all Allegany County Information Technology policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remote access in a safe location and avoids any misuse. No one other than the County employee is allowed to access County documents or utilize County equipment.

Computer and Internet

To work remotely an internet connection is required and the equipment being used must have a Virtual Private Network (VPN) connection authorized and installed. On a limited basis, IT will be setting up VPN accounts and configurations for employees who require this level of access. The VPN connection provided by County IT gives the remote user access to the applications and data needed to do their job. There should be no need to download any data to a personal device, and this is strictly forbidden. This helps to ensure the integrity and confidentiality of the data.

Please consult with your Supervisor to discuss what computer you will be using, files you plan to access and whether you will be obtaining those files by downloading from the server, or requesting VPN.

Employees are responsible for following all County practices and policies to maintain security and protect confidentiality on a device. The County will not reimburse for internet or phone expenses incurred, or any damages you may experience to your personal devices.

Remote Agreements and Expectations

All employees approved for telecommuting will sign receipt of this policy.

_____ _____

Employee's Name Date

C. 2020 Safety Plan

The plan is the one that was provided in June 2020 for all departments. This will be attached as a reference item only in the final PDF.