



TOWN OF QUEENSBURY

742 Bay Road, Queensbury, New York 12804

PANDEMIC RESPONSE PLAN

MARCH 2021

FEBRUARY 22, 2021 Adopted by the Town Board

DEPARTMENT MANAGERS

AND

PUBLIC SAFETY OFFICER, CSEA AND HUMAN RESOURCES REPRESENTATIVES

Accounting: Barbara Tierney

Assessment: Teri Ross

Building & Codes: Dave Hatin

Building & Grounds: Chuck Rice

Cemetery: Connie Goedert

Court: Mike Muller and Eric Schwenker

CSEA: Susan Sheehan

Highway: Dave Duell

Historian: Joan Aldous

Human Resources: Pinnacle/Marge Mulligan

Legal: Pam Hunsinger

Parks & Recreation: Steve Lovering

Planning/Zoning: Craig Brown

Public Safety Officer/Fire Marshall: Mike Palmer

Town Clerk: Caroline Barber

Supervisor Executive Assistant: Victoria LaMarque

Transfer Stations/Solid Waste: Rich Paris

Water/Wastewater: Chris Harrington

TOWN BOARD

Supervisor: John Strough

Ward 1: Anthony Metivier

Ward 2: Harrison Freer

Ward 3: George Ferone

Ward 4: Tim McNulty

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NOTE #1: IN REFERENCE TO MEETINGS

In lieu of in-person meetings, use virtual, or remote, meeting formats, like Zoom or Microsoft Teams.

We are currently working to improve virtual meeting document management.

NOTE #2: DEPARTMENTS NOT USING TIME CLOCKS

Please make sure that the employee signs off on the paper record somewhere.

The Accounting Office needs department manager approval of time worked/earned in writing on the official "timesheet" for each payroll.

NOTE #3: MANDATORY APPOINTMENTS IN TOWN OFFICE

SECURITY NEED: If you or your staff make an appointment for any citizen to receive services from your department at the Town Complex, please email the name, date/time and purpose to the security guards' email, so they can keep a calendar of appointments.

Their email is: security@queensbury.net.

Offered by Craig Brown: In response to the "surge on the surge" and consistent with the Town's COVID plan, please:

- Stay at home if you are symptomatic, receive a positive test result or if you have been recently exposed to anyone that has tested positive. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>
- Be sure to wear a mask when leaving your work area and/or when anyone comes to your work area. Masks can also, obviously, be worn at all times if you desire.
- Work to accomplish all "meetings" with non-Town staff in a virtual manner, ZOOM, email, phone.
- Try to allow for extra space between you and others when/if passing in hallways, or entering/exiting the building.
- Note that we have changed all PB and ZBA meetings for January, at least, to virtual meetings.
- Cover your face, maintain your space, leave no trace.
- Make use of hand sanitizer that is around the office.
- Observe as many of these best practices as possible when meeting with anyone outside the office; i.e. field work.
- Meet with anyone from the public only as necessary and only in the lunchroom at the big table. Be sure to wipe down before and after your meeting.

IF MY ABSENCE FROM WORK IS COVID-RELATED WILL I GET PAID?

Karla Buettner, Bartlett, Pontiff, Stewart & Rhodes

The Family First Coronavirus Relief Act (FFCRA) expired on December 31, 2020. As you recall, the FFCRA was the Federal Act that allowed for the use of “COVID Days” for a COVID-related absence from work. Although the FFCRA has expired, New York State has a separate Act, the New York COVID Paid Sick Leave Act (NYCPSLA) that does provide additional COVID protections. While not as extensive as the FFCRA, the NYCPSLA does allow for paid sick leave for certain COVID-related absences.

To help decipher this information, I have identified a number of common scenarios that we have experienced since September, and the required use of time for each situation.

SITUATION	ALLOWABLE USE OF TIME
I am experiencing COVID-like symptoms and/or I waiting for the results of a COVID test	Use of sick or personal leave, if applicable, or vacation time until the test results are provided
My child, or other qualifying family member, is experiencing COVID-like symptoms and/or is waiting for the results of a COVID test	<ul style="list-style-type: none"> • If you are able/approved to work remotely, there will be no required use of sick time. • If you are unable to work remotely: Use of sick or personal leave, if applicable, or vacation time
I have been diagnosed with COVID and I am required to quarantine	<ul style="list-style-type: none"> • If you are able/approved to work remotely, there will be no required use of sick time. • If you are unable to work remotely: Use of NY COVID Paid Sick Leave (<i>maximum of 10 working days</i>), then use of sick or personal leave, if applicable, or vacation time until cleared to return to work
My child, or other qualifying family member, is COVID-positive and is required to quarantine	<ul style="list-style-type: none"> • If you are able/approved to work remotely: there will be no required use of sick time • If you are unable to work remotely: Use of sick or personal leave, if applicable, or vacation time
I am a ‘Contact of a Positive’ and required to quarantine	<ul style="list-style-type: none"> • If you are able/approved to work remotely: there will be no required use of sick time • If you are unable to work remotely: Use of NY COVID Paid Sick Leave (<i>maximum of 10 working days</i>), then use of sick or personal leave, if applicable, or vacation time until cleared to return to work

My child's school or childcare center is closed due to COVID and I need to remain home	<ul style="list-style-type: none">• If you are able/approved to work remotely: there will be no required use of sick time.• If you cannot work remotely: Use of sick or personal leave, if applicable, or vacation time
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***The NY Paid Sick Leave option does not provide protections for quarantines due to voluntary travel (i.e. an employee travelled to Las Vegas for vacation and when returning home is required to quarantine). This situation would require the use of personal, vacation, or un-paid time.*

See also:

- **APPENDIX C Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection**
- **APPENDIX D COVID paid Sick leave request Form for Employees**

INTENT & PURPOSE

In an effort to keep our workers, visitors and residents healthy, and mitigate the migration of COVID-19, Town Board and Town Managers have developed policy and protocol in regards to restricting building use and on-campus social gatherings.

BUILDING LIMITATIONS/PROTOCOLS

ACTIVITIES CENTER BUILDING

- Queensbury Senior Citizens will strictly limit activities and programs that involve multiple people in enclosed areas.
- No public meetings will be held here in the month of March that would exceed 6 attendees. Any meetings, like Town Board, Planning Board, Zoning Board of Appeals or meetings exceed 6 will go to virtual/remote, like Zoom.

TOWN OFFICE BUILDING

- Building hours are 8 AM to 4 PM – building restricted as per below.
- Security will remain until 4:15 PM.
- Residents are encouraged to do town business via phone, email or website.
- Visitors are to make appointments with the department they seek to have business. See posters and/or website for contact information.
- Visitor attendance will be guided to north entry doors – to insure traffic management and security review. Security will maintain a list of non-employees attendance and time in the building. All exiting will be guided to southern doors.
- Meetings or more than ~~three~~ five attendees in the Supervisor’s Conference Room will be prohibited.
- Remote/virtual meetings/conferences are expected.

HIGHWAY DEPARTMENT BUILDINGS

- Will remain closed to the general public.
- Residents are encouraged to do town business via phone, email or website.

WATER BUILDINGS

- Water Department is closed to all outside visitors unless by appointment. Doors will be locked after 8:30AM.
- Public Water Samples will be dropped off in the Vestibule. Private Water Sample will not be accepted.
- Contractors replacing the clarifier building roof will abide by CDC COVID standards/protocols. Must use portable bathroom facilities, not the town’s.

PROTOCOLS TO PROTECT EMPLOYEE AND PUBLIC HEALTH:

- Every effort will be made to maintain the recommended six foot social distancing; if not possible, then the wearing of masks is mandatory.
 - Any town functions that could violate the social distancing standard are prohibited, that includes cookouts, department meetings, breakroom meetings, etc.
- Employee gatherings that violate recommended social distancing are prohibited.
- In accord with the Centers for Disease Control and Prevention (CDC), employees who have symptoms of acute respiratory illness are recommended to stay home and not come into work until they are free of fever (100.4 F or greater using an oral thermometer), sign of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Department Managers will work with the Town's Building & Grounds Department to assure that all door knobs and handles that are used by employees/visitors/etc. are periodically sterilized.
- Avoid sharing things: pens, pencils, etc..
- When cash money or documents transfer occur, sterilize hands immediately after and before next transaction.
- Gloves required for all situations in which material/money/documents have to be regularly exchanged.
- Employees who have fever, cough, difficulty breathing or shortness of breath or bluish lips or face should stay home and avoid public places. Employees are being instructed to not report to work if they are sick. If ill, stay home and report such to your Department Manager.
- Employees will avoid touching others, sharing dishes, glasses, cups, eating utensils, towels and pets.
- Consideration should be given to using mailboxes rather than direct human contact when transferring documents, etc.
- Employees will regularly wash hands with use soap and water and hand sanitizer: Especially before and after eating; after sneezing, coughing or nose blowing; after using the restroom; before handling food; after touching or cleaning surfaces that may be contaminated; after using shared equipment and supplies.
- We now have available for employee and visitor use a digital no-touch thermometer. If you would wish to have an employee temperature check, please stop by the Town Office building atrium where you will notice a table, on that table is the thermometer, and some sanitizing wipes; aside the table is a trash basket. Please sanitize the thermometer before and after using and dispose of the wipes. The average human temperature is 98.6 +/- degrees Fahrenheit. If your temperature is 101 degrees Fahrenheit or higher, you have a fever. Please be safe!

- Employees who are at risk because of pre-existing illness, family illnesses that need attending to, and those employees who may have been in contact with an infected person will be asked to remain home, follow all current state and CDC quarantine guidelines and will not be on call in list.
- Town Managers will make their department's employees informed as to the following:
 - Town employees are encouraged to take advantage of virtual doctor visits, available through their health plan if they require medical services for common health conditions.
 - The New York State Department of Financial Services (DFS) issued a directive requiring private health insurers in New York to make COVID-19 testing free for patients by waiving any out-of-pocket costs. This includes any fees associated with testing for novel coronavirus including emergency room, urgent care and office visits to an in-network health care provider for the purpose of being tested for COVID-19. On March 11, 2020 the IRS issued Notice 2020-15 advising that High Deductible Health Plans (HDHP's) can pay for COVID-19 testing and treatment before plan deductibles have been met.
 - All copays related to COVID-19 testing and treatment will be reimbursed, if not waived by the provider.
 - Employees who suspect they may have COVID-19 should begin by contacting their doctor or going to www.livehealthonline.com and complete the registration. Once registered, the employee will be able to video visit a doctor online all within the privacy and safety of your home. Please call all toll free at 1-888-LiveHealth (548-3432) or email help@livehealthonline.com if you have any problems registering.
 - Note: Employees and Management should abide by Centers for Disease Control's, "Steps to help prevent the spread of COVID-19 if you are sick" (see APPENDIX A) and NYS Department of Health's, "Guidance on the Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19" (see APPENDIX B).
- Plexiglass barriers have been installed where the public interacts with our employees, like Parks& Recreation desk, Assessment Office desk, Security desk, Planning/Zoning/Codes desks and Greeting Desk Activities Center.
- All counters and desk tops accessible and used by the public must be wiped and sterilized periodically.
- Employees and visitors must abide by signage of our social distancing standard of six feet; use 6-foot distance markers.
- PPE supply inventory will be well maintained and made available for employee use.
- When traveling the building, outside your departmental areas, please wear masks.
- Recommended one person per vehicle. However, if more than one in a vehicle, all must wear masks.

PANDEMIC RESPONSE - DEPARTMENT PLANS

Department managers have been asked to assess their building and work environments.

From: John Strough <johns@queensbury.net>

Sent: Tuesday, January 5, 2021 1:21 PM

To: Department Managers <qbydepartmentheads@queensbury.net>; Mike Palmer <MikeP@queensbury.net>; Marjorie Mulligan (mmulligan@pinnaclehrllc.com) <mmulligan@pinnaclehrllc.com>

Cc: Town Board <TownBoard@queensbury.net>

Subject: Department Managers: Please assess your work environment

Department Managers:

Development of specific COVID-19 mitigation spread prevention plans. Please assess your work environment with the intent of making it safer. Some suggestions are listed below:

- Develop protocols/instructions that limit exposure to others, the public, common areas and common things. Like wearing of mask anytime they leave their workstations.
- Avoid, as much as possible, in-person meetings; if you can accomplish the task via mail, email or virtual meetings, you are expected to do so.
- Provide informational emails to staff/office signage (I am not talking about signage like the one where the Governor is peeking over the fence to spy on you, I am referring to signage that reminds staff to wear their masks when leaving their workstation areas).
- Limit public access to your part of the building; eliminate public access if practicable or make appointments mandatory.
- If you have staff who are currently working adjacent to one another, with no protective barrier, consider moving to a safer/more protected area.
- If you are in situations where arriving staff bunches together, entering their place of work or other, you might want to implement staggered shifts.
- Postponement or cancelling of events that might be risky, like an event that would have multiple people in one room.
- Ventilate areas often and sanitize common touch surfaces to help out the cleaning staff.
- Other?

If you haven't already, please send your plans to accomplish the above to me please.

Thank you,

John

ACCOUNTING: Barbara Tierney

- Regular staffing and hours – staff are sited to maintain social distancing
- Please use the mail box to drop off items for Accounting
- Closed to the public except for pre-scheduled appointments
- Use the phone, email and scanning systems to communicate as much as possible

ASSESSOR'S OFFICE: Teri Ross

- Staff schedules and regular hours are normal.
- Closed to the public except for pre-scheduled appointments.
- The staff will continue to do as much business as possible by phone or email.

BUILDING & CODES/FIRE MARSHAL: Dave Hatin

- Office hours and staffing will remain as is unless the Town Board directs us differently.
- If you feel ill or have cold or flu symptoms stay home and schedule a COVID test through your doctor or I can call Warren County Health to see if I can get you a test. You can also get a COVID test at CVS by registering on their web site. Any confirmed in person exposures should be treated the same.
- All members of the public must use email, mail, and phone calls as we have the past 9 months to conduct business with us, at this time I do not see a reason for that to change.
- No member of the public will be allowed in the office or in the building.
- All doors will remain open.
- Applications, paperwork, and submissions will be left in the Building and Codes drop box by the back door.
- Do not enter each other's cubicles
- Stay 6 feet away from each other even with masks on, wear your mask and limit face-to-face communications. Speak louder.
- Please sanitize your cubicles every week.
- Do not share personal office items.
- Please avoid project meetings with the public indoors, encourage them to meet you in the parking lot or job site outdoors. I can setup zoom meetings if we need to discuss any plans or submissions.
- Keep your distance of 6 feet or more as much as practical or wear you masks when in the office and outside your cubicles.
- We will no longer have communal breakfast or lunch until everyone is vaccinated. I am sorry but I think it is in our best interest given how contagious this has become with the new strain of the virus, which is here in our community.

For outside inspections and other activities:

- Everyone you come in contact with must have a mask on as well as YOU if you cannot maintain 6 feet or more apart. Mask preferred either way.
- No one is allowed in your town vehicle other than town employees and you both must wear masks, please sanitize every week.
- Do not let anyone touch any of your personal items including your iPad, tape measures, pens and pencils, etc.
- At the end of the day, this is all about you protecting yourself, which in turn protects all of us.

BUILDING & GROUNDS: Chuck Rice

- To assure a strict sanitation program Building & Grounds will maintain full staffing.
 - All common area surfaces as well as wall switches will be sanitized as part of daily cleaning routine. All exterior door handles and touch points will be sanitized as part of the daily cleaning routine. Carpet cleaning will take place monthly or as dictated by the types and amounts of soils encountered.

CEMETERY: Connie Goedert

- Superintendent all other employees will maintain full staffing to assure cemetery and crematory essential services.

COURT: Eric Schwenker and Mike Muller

- The Queensbury Town Court will be following the COVID guidelines set down in accordance with Governor Cuomo's Executive Orders and the variety of Office of Court Administration (OCA) emailed letters/ bulletins and advisories which are being frequently and regularly received by the court from OCA.
- Although things can change in the blink of an eye, for now..... ALL court proceedings are being conducted "virtually". Both judges and the court staff have taken the introductory lesson offered by OCA for use of Microsoft Teams as an approved method for "virtual appearances". We are not scheduling any "in person" appearances. All "in person" hearing" have been postponed pursuant to OCA instructions.
- Queensbury Town Court clerks will continue their normal clerk duties and administrative operations in accordance with State, Town, and Office of Court Administration COVID-19 protection (social distancing) measures

HIGHWAY: Dave Duell

- All Employees to stay in their own vehicles till 7:00 AM.
- No using time clock till further notice.
- No gathering in break room at any time.
- All Employees need to go to new garage to get the orders for the day staying 6 feet apart and wear your mask at all time.
- Lunch and break meals should be brought from home not bought at a store on Town time until further notice.
- All Employee should be having break and Lunch in their own vehicle till further notice.
- Supervisors on the desk will be responsible for cleaning door handles and wiping down all surfaces.
- All Employees should clean and sanitize Highway Town vehicles after each use.

HISTORIAN: Joan Aldous

- Appointments required.
- Use of mail, email and phone calls recommended.
- Masks required when social distancing cannot be maintained.

HUMAN RESOURCES: Pinnacle/Marge Mulligan

- Human Resources will follow appropriate COVID protocols determined by each department.

LEGAL: Pam Hunsinger

- Wearing mask when social distancing can't be met.
- Town counsel team (MMHS) will work remotely as much as possible and practicable.

PARKS & RECREATION: Steve Lovering

- Public must make appointments and give 24 hour notice.
- Website registration is encouraged.
- Indoor group events are postponed.
- Signage offering COVID-19 safe behaviors and requiring compliance have been erected at all parks and recreation site.
- Public use of athletic fields, playgrounds and picnic areas remains regulated and restricted.

PLANNING/ZONING: Craig Brown

- Stay at home if you are symptomatic, receive a positive test result or if you have been recently exposed to anyone that has tested positive. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>
- Be sure to wear a mask when leaving your work area and/or when anyone comes to your work area. Masks can also, obviously, be worn at all times if you desire.
- Work to accomplish all "meetings" with non-Town staff in a virtual manner, ZOOM, email, phone.
- Try to allow for extra space between you and others when/if passing in hallways, or entering/exiting the building.
- Note that we have changed all PB and ZBA meetings for January, at least, to virtual meetings.
- Cover your face, maintain your space, leave no trace.
- Make use of hand sanitizer that is around the office.
- Observe as many of these best practices as possible when meeting with anyone outside the office; i.e. field work.
- Meet with anyone from the public only as necessary and only in the lunchroom at the big table. Be sure to wipe down before and after your meeting.

- PB/ZBA MEETINGS: In an effort to help stop the spread of COVID-19 and in order to keep as many people as safe as possible while still working to conduct Town business, please note that; until further notice, all upcoming Planning Board and Zoning Board of Appeals meetings will be conducted in a virtual manner, likely via a ZOOM Webinar format rather than in person. In the coming days you will be receiving invitations to not only the regularly scheduled meetings but to at least one practice session. It is our goal to have these meetings run smoothly and effectively and your participation in these practice sessions will be valuable to both you and staff. Apologies for any confusion regarding an early invitation to a meeting....we are still working through all of the functions of this ZOOM Webinar setup. First order of business is to poll members on availability to participate in this proposed meeting protocol. Our assumption is that all members have a device with internet access to use for the meeting(s). If we don't have / can't get enough members then we will need to move toward cancelling the January meeting(s) for starters and maybe more meetings depending on the environment. Please note that having a camera is not a requirement. As long as you can see, hear and speak at the meeting then you will be ok. We have performed a test on the iPad that Laura uses and it works fine. It is envisioned that most members will be attending the meetings on their personal devices with those members having Town issued iPads being able to utilize that device. It is likely that we will first perform a test meeting with iPad users (all 4 at the same time) and then work up to a full meeting with each Board. This is a challenging time for all of us. We are working towards keeping all safe and productive. Thank you for your patience and understanding as we all work through this.

SECURITY

- Security hours will match the Office Building hours: 8 AM to 4:15 PM.
- The public intending to use the Town Office building will be restricted to using the northern front entry, the entry monitored by security.
- ~~Appointments are mandatory and 24 hour notice is required.~~
- Town Security will account for the visiting public; in that each person attending will be documented, this includes the following: name, destination, and time entering and leaving. All visitors are encouraged to make appointments prior to their visit to the announced limited access buildings.
- All departments who have appointments will share those with security; please supply security with the following information: who, what time, etc.
- Will visually observe persons entering the building; Fever, cough, difficulty breathing or shortness of breath or bluish lips or face may be symptoms of COVID-19. At a distance of 6 feet, security will interview the suspect. If, through observation and interview, it is determined that the visitor may be ill, they will be asked to leave the premises.
- Screening questions:
 - Do you have a fever and/or respiratory symptoms, like a cough or difficulty breathing?
 - Did you travel outside the US in the last 14 days?
 - Did you have contact with someone with possible COVID-19 in the past 14 days?

- A table is present for the purposes of offering visitors safety checks and PPE materials.
 - Non-touch thermometer included.

TOWN CLERK: Caroline Barber

- Open to the public by appointment required.
- We ask that the residents use the online option for payments or the depository box located outside of the town office building. The depository box can be used for tax payments, water/sewer payments, dog licensing/renewals and communications.

TOWN SUPERVISOR: John Strough

- With the help of department managers, developed a March Pandemic Response Plan for the town.
- Town Board Meetings virtual only.

TRANSFER STATIONS/SOLID WASTE: Rich Paris

- All visitors required to be masked.
- Employees will use masks and gloves and replace at least daily.
- Employees must maintain social distancing.
- Limit buildings to two employees max.
- Stagger breaks so we're not congregating in one building.
- Encourage customers to have their recycling sorted before they arrive to help with congestion in the yard.

WATER/WASTEWATER: Chris Harrington

- Water/wastewater has returned to full staff and normal scheduling.
- Water Department will continue to take water samples as it has been. Walk-ins dropping samples off, will not be permitted.
- Tap Applications and Sewer Permits will continue to be processed through mail.

OTHER

- The Town updates its Pandemic Response Plans continuously to be in accord with Federal and State and County requirements and protocols.
- See attached policies on travel and quarantine.

CSEA: Susan Sheehan

QUEENSBURY SENIOR CITIZENS: Administrator Michelle Whitbeck

- Communicated via mail, email and website: PLEASE NOTE that due to rising COVID-19 cases in our area, the QSC has decided to take a Temporary Precautionary Pause for the month of January. We will be holding activities via Zoom as an alternative to in-person gatherings. If you

are interested in learning Zoom, please contact us at 518-761-8224. Your safety is our number one priority! We are extremely thankful to Queensbury Supervisor Strough, the Town Board, and the dedicated staff at the town who assisted us when we reached out to them on numerous occasions. Their wisdom and knowledge was very beneficial and much appreciated. When you are ready to return to the center we will be here for you. On January 12th the board of trustees will hold a virtual meeting at 1 pm. If you would like to attend virtually you must register in advance by calling us at 518-761-8224 so we can provide the link needed to access the meeting.

**TRAVEL POLICY
NEW YORK STATE/TOWN OF QUEENSBURY
DURING COVID-19 PANDEMIC**

At all times, Town employees must be in accord with federal and state policies, Executive Orders, and laws.

See:

https://coronavirus.health.ny.gov/system/files/documents/2020/11/interm_guidance_travel_advisory.pdf

NOTE: If a Town employee's travels require a quarantine, that particular employee will be expected to use their leave time (vacation, sick days, personal days or floating holidays) for the required quarantine time.

If the Town employee has no leave days to be used for their required quarantine time, that employee will not be paid for those days.

*Requests from employees to allow at-home work, in lieu of using leave time, must be approved by the Town Board.

Ineligible for Paid Sick Leave Scenario : <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

New York employees will forgo their paid sick leave benefits from New York's COVID-19 paid sick leave law if they engage in non-essential travel to any states other than contiguous states from the time of return to New York until the end of the required period of quarantine or isolation. This provision does not apply if the employee travels for work or at the employer's request. The provision included in Executive Order 202.45 mirrors the law's existing provision that makes New Yorkers ineligible for paid sick leave if they travel to any country designated as having a level two or three travel health notice from the Centers for Disease Control and Prevention.

QUARANTINE PROTOCOL

See APPENDIX B or <https://regs.health.ny.gov/volume-title-10/content/section-213-isolation-and-quarantine-procedures>

Also:

Precautionary Quarantine Requirements

Shelter Requirements Precautionary Quarantine

- The individual must not be in public or otherwise leave the quarters that they have identified as suitable.
- Separate quarters with separate bathroom facilities for each individual or family group. Access to a sink with soap and water, and paper towels is needed.
- The contact must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room. There must be a door that separates it from the rest of the living area and has its own bathroom. Given that an exposed individual might become ill while sleeping, the exposed individual must sleep in a separate bedroom from household members.
- Cleaning supplies, e.g. household cleaning wipes, must be provided in any shared bathroom.
- If an individual sharing a bathroom becomes symptomatic, all others sharing the bathroom will be considered exposed persons until the symptomatic individual is appropriately evaluated and cleared.
- Food must be delivered to the individual's quarters.
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic.
- Garbage must be bagged and left outside by the door of each of the quarters for routine pick up. Special handling is not required.
- Individuals should self-monitor for fever and other symptoms of COVID-19 daily throughout the duration of the quarantine period.

APPENDIX A TRAVEL POLICY

DATE: FEBRUARY 18, 2021

FROM: Office of the Commissioner

COVID-19 Travel Advisory

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

READ THE DETAILED TRAVEL GUIDANCE

https://coronavirus.health.ny.gov/system/files/documents/2020/11/interm_guidance_travel_advisory.pdf

Overview

Governor Andrew M. Cuomo has announced new guidelines allowing travelers to New York to “test out” of the mandatory 10-day quarantine for asymptomatic individuals. Travelers from states that are contiguous with New York are exempt from the travel advisory; however covered travelers must continue to fill out the Traveler Health Form. Essential workers will continue to be exempt as well. The guidance also applies to any person who has traveled to CDC Levels 2 and higher Health Notice country under the COVID risk assessment.

For any traveler to New York State from a noncontiguous state, US territory or CDC level 2 and higher country, the new guidelines for travelers to test-out of the mandatory 10-day quarantine are below:

- For travelers who were out-of-state for more than 24 hours:
 - Travelers must obtain a test within three days of departure, prior to arrival in New York.
 - The traveler must, upon arrival in New York, quarantine for three days.
 - On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests comes back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.

For travelers who were out-of-state for less than 24 hours:

- The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
- However, the traveler must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

The local health department must make contact with the state the traveler came from, to ensure contact tracing proceeds there as well. All travelers must continue to fill out our traveler form upon arrival into New York State to contribute to New York State’s robust contact tracing program.

The travel guidelines require all New Yorkers, as well as those visiting from out-of-state, to take personal responsibility for compliance in the best interest of public health and safety.

For general inquiries contact the call the Hotline: [1-888-364-3065](tel:1-888-364-3065) or [Ask a Question](#).

To file a report of an individual failing to adhere to the quarantine pursuant to the travel guidelines [click here](#) or call 1-833-789-0470.

Individuals may also contact their local department of health.

Quarantine Requirements

If you are coming to New York from travel to a non-contiguous state or designated country, and if such travel was for longer than 24 hours outlined above, you are required to quarantine pursuant to the below requirements until you test out or for the full 14 days, unless you are an essential worker traveling from a non-contiguous state, as identified below. The requirements to safely quarantine include:

The individual must not be in public or otherwise leave the quarters that they have identified as suitable for their quarantine.

The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be provided in any shared bathroom.

The individual must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.

Food must be delivered to the person’s quarters.

Quarters must have a supply of face masks for individuals to put on if they become symptomatic.

Garbage must be bagged and left outside for routine pick up. Special handling is not required.

A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined persons in their separate quarters. Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance. The quarters must be secure against unauthorized access.

Medical Appointments or Procedures

If you have a health care procedure or appointment scheduled in New York that cannot be postponed, you (and your support person/companion) may travel to the extent necessary to maintain that appointment but must otherwise remain quarantined. For further information, see the Department's [guidance](#) on this topic.

APPENDIX B

ISOLATION AND QUARANTINE PROCEDURES

Effective Date

12/02/2020

2.13 Isolation and Quarantine Procedures

(a) Duty to issue isolation and quarantine orders

(1) Whenever appropriate to control the spread of a highly contagious communicable disease, the State Commissioner of Health may issue and/or may direct the local health authority to issue isolation and/or quarantine orders, consistent with due process of law, to all such persons as the State Commissioner of Health shall determine appropriate.

(2) Paragraph (1) of this subdivision shall not be construed as relieving the authority and duty of local health authorities to issue isolation and quarantine orders to control the spread of a highly contagious communicable disease, consistent with due process of law, in the absence of such direction from the State Commissioner of Health.

(3) For the purposes of isolation orders, isolation locations may include home isolation or such other residential or temporary housing location that the public health authority issuing the order determines appropriate, where symptoms or conditions indicate that medical care in a general hospital is not expected to be required, and consistent with any direction that the State Commissioner of Health may issue. Where symptoms or conditions indicate that medical care in a general hospital is expected to be required, the isolation location shall be a general hospital.

(4) For the purposes of quarantine orders, quarantine locations may include home quarantine, other residential or temporary housing quarantine, or quarantine at such other locations as the public health authority issuing the order deems appropriate, consistent with any direction that the State Commissioner of Health may issue.

(b) Any isolation or quarantine order shall specify:

(1) The basis for the order;

(2) The location where the person shall remain in isolation or quarantine, unless travel is authorized by the State or local health authority, such as for medical care;

(3) The duration of the order;

(4) Instructions for traveling to the isolation or quarantine location, if appropriate;

(5) Instructions for maintaining appropriate distance and taking such other actions as to prevent transmission to other persons living or working at the isolation or quarantine location, consistent with any direction that the State Commissioner of Health may issue;

(6) If the location of isolation or quarantine is not in a general hospital, instructions for contacting the State and/or local health authority to report the subject person's health condition, consistent with any direction that the State Commissioner of Health may issue;

(7) If the location of isolation or quarantine is a multiple dwelling structure, that the person shall remain in their specific dwelling and in no instance come within 6 feet of any other person, and consistent with any direction that the State Commissioner of Health may issue;

(8) If the location of isolation or quarantine is a detached structure, that the person may go outside while remaining on the premise, but shall not leave the premise or come within 6 feet of any person who does not reside at the premise, or such other distance as may be appropriate for the specific disease, and consistent with any direction that the State Commissioner of Health may issue;

(9) Such other limitations on interactions with other persons as are appropriate, consistent with any direction that the State Commissioner of Health may issue;

(10) Notification of the right to request that the public health authority issuing the order inform a reasonable number of persons of the conditions of the isolation or quarantine order;

(11) A statement that the person has the right to seek judicial review of the order;

(12) A statement that the person has the right to legal counsel, and that if the person is unable to afford legal counsel, counsel will be appointed upon request.

(c) Whenever a person is subject to an isolation or quarantine order, the State Department of Health or local health authority, or the local health authority at the State Department of Health's direction shall, consistent with any direction issued by the State Commissioner of Health:

(1) monitor such person to ensure compliance with the order and determine whether such person requires a higher level of medical care;

(2) whenever appropriate, coordinate with local law enforcement to ensure that such person comply with the order; and

(3) the extent such items and services are not available to such person, provide or arrange for the provision of appropriate supports, supplies and services, including, but not limited to: food, laundry, medical care, and medications.

(d) If the location of an isolation or quarantine order is owned by a landlord, hotel, motel or other person or entity, no such landlord or person associated with such hotel, motel or other person or entity shall enter the isolation or quarantine location without permission of the local health authority, and consistent with any direction that the State Commissioner of Health may issue.

(e) No article that is likely to be contaminated with infective material may be removed from a premise where a person is isolated or quarantined unless the local health authority determines that such article has been properly disinfected or protected from spreading infection, or unless the quarantine period expires and there is no risk of contamination. Such determinations shall be made pursuant to any direction that the State Commissioner of Health may issue.

(f) Any person who violates a public health order shall be subject to all civil and criminal penalties as provided for by law. For purposes of civil penalties, each day that the order is violated shall constitute a separate violation of this Part.

(g) Duty of attending physician

(1) Every attending physician shall immediately, upon discovering a case or suspected case of a highly contagious reportable communicable disease, cause the patient to be appropriately isolated and contact the State Department of Health and the local health authority where the patient is isolated and, if different, the local health authority where the patient resides.

(2) Such physician shall advise other members of the household regarding precautions to be taken to prevent further spread of the disease, consistent with any direction that the State Commissioner of Health may issue.

(3) Such physician shall furnish the patient, or caregiver of such patient where applicable, with detailed instructions regarding the disinfection and disposal of any contaminated articles, consistent with any direction that the State Commissioner of Health may issue.

Statutory Authority

Public Health Law, Sections 225, 576, and 2803

Volume

VOLUME A (Title 10)

APPENDIX C

Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection

This advisory supersedes guidance from the New York State Department of Health issued on March 28, 2020, to clarify that this guidance applies to essential personnel who have been exposed to a confirmed OR suspected case of COVID-19.

Public and private sector organizations that provide essential services or functions where personnel are needed to perform critical functions, including infrastructure, public safety, and other essential operations, may allow personnel who were exposed to or are recovering from COVID-19 to work in the workplace setting, if needed to maintain essential operations. Essential services or functions include but are not limited to public health personnel, utility and water operators, skilled manufacturers and supporting supply chains, transportation infrastructure, law enforcement, and emergency response personnel.

Essential personnel who have **been exposed to a confirmed or suspected case of COVID-19** can be permitted to work in the required workplace setting if all of the following conditions are met:

1. Working from home would not be feasible for job duties;
2. Personnel are **asymptomatic**;
3. Personnel quarantine themselves when not at work;
4. Personnel undergo temperature monitoring and symptom checks upon arrival to work and at least every 12 hours while at work, and self-monitor (i.e. take temperature, assess for symptoms) twice a day when at home;
5. Personnel required to interact with individuals within 6 feet should wear a facemask¹ while working for 14 days following the last exposure;
6. Personnel whose job duties permit a separation of greater than 6 feet should have environmental controls in place to ensure adequate separation is maintained, and do not need to wear a facemask;
7. If personnel develop symptoms consistent with COVID-19 (e.g., fever, cough, or shortness of breath) while working, they should immediately stop work and isolate at home; and
8. Testing should be prioritized for essential personnel with symptoms.

Essential personnel with **confirmed or suspected COVID-19** may be permitted to work in the required workplace setting if all of the following conditions are met:

1. Working from home would adversely impact essential services or functions, including critical public health and public works infrastructure in New York or the response to the COVID-19 public health emergency;
Personnel have maintained isolation for at least 7 days after illness onset (i.e. symptoms first appeared) and have not had a fever for at least 72 hours, without the use of fever-reducing medications, and with other symptoms improving;
2. Personnel who are recovering from COVID-19, and return to work, must wear a facemask¹ for 14 days following onset of illness.

¹ For the purposes of this guidance, a facemask is a well-secured mask that covers the mouth and nose. No personal fit testing is necessary for a facemask.

Additional Resources

New York State Department of Health's Novel Coronavirus Hotline 1-888-364-3065

New York State Department of Health's COVID-19 Webpage <https://coronavirus.health.ny.gov/home>

Local Health Department Contact Information https://www.health.ny.gov/contact/contact_information/index.htm

United States Centers for Disease Control and Prevention Webpage
<https://www.cdc.gov/coronavirus/2019-ncov/>

APPENDIX D



NEW YORK COVID PAID SICK LEAVE

EMPLOYEE REQUEST

Please complete the below request for leave pursuant to the New York COVID Paid Sick Leave and return to Accounting as soon as possible.

Name: _____

Department: _____

Date: _____, 2021

Anticipated Start Date of Leave: _____

Anticipated End Date of Leave: _____

I, _____, am unable to work (or telework) because I am subject to a State or local department of health precautionary or mandatory quarantine or isolation order related to COVID-19

Check here to verify that you have attached a copy of the quarantine,

Certifications

I certify that the above information is accurate and complete.

Employee Signature: _____ **Date:** _____

3/3/20213/3/2021