



TOWN OF QUEENSBURY

742 Bay Road, Queensbury, New York 12804

PANDEMIC RESPONSE PLAN

SEPTEMBER/OCTOBER 2020

September 14, 2020 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: Amanda Magee

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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

ACTIVITIES CENTER BUILDING

- Queensbury Senior Citizens have developed a plan to allow for some limited activities and programs. The plan, activities and programs will undergo continuous overview for safety.
- Town business meetings will be held here and open to the public; COVID-19 rules apply.
- Remote meetings/conferences are encouraged.

TOWN OFFICE BUILDING

- Building hours are 8 AM to 4 PM – building still restricted as per below.
- Residents are encouraged to do town business via phone, email or website.
- Visitors are encouraged to make appointments with the department they seek to have business. See 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.
- Committee meetings or more than six attendees in the Supervisor’s Conference Room will be prohibited.
- Remote meetings/conferences are encouraged.

HIGHWAY DEPARTMENT BUILDING

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

WATER BUILDING

- 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.

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, 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 pens and pencils.
- 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.
- Employees will be accommodated if COVID-19 related school closings require home care of their young children and/or they or other family members need care because of their COVID-19 sickness or accommodation.
- 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 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 PLAN - DEPARTMENT DISCUSSIONS

ACCOUNTING: Barbara Tierney

- Staff schedules and regular hours are normal.
- Accounting asks:
- Please use the mail box to drop off items for Accounting
- 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: Dave Hatin

- Staff schedules and regular hours are normal.
- We are attaching this form to every building permit that is issued and we have posted this form on our Building and Codes page (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf)

BUILDING & GROUNDS: Chuck Rice

- Building & Grounds have returned to full staffing, fulfilled a vacant cleaner position.
- Continue with sanitation Plan: Common areas: 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 have returned to full time. Crematory back to one shift.

COURT: Eric Schwenker and Mike Muller

- At least two staff members will remain home and placed "on call," or will otherwise "work from home."
- Town Court is postponing all non-essential court functions through ??
- All in-person court events for civil and criminal dockets are adjourned and will be rescheduled EXCEPT: Arraignments or matters involving Order of Protection, Hearings, or other proceedings granted on motion in consultation with the Administrative Judge. If you are scheduled for any matters including.
- Notices of Adjournment, Appearance, or re-scheduled Court dates will be sent to attorneys of record or via US mail and, where possible, in accordance with form UCS-517. If your mailing address needs to be updated with the court, please call the number: 518-745-5571

- The Town Judges continue working with the NYS Court System/Office of Court Administration (OCA) and the Governor's Office in an effort to address the abatement of the migration of COVID-19.

CSEA: Susan Sheehan

HIGHWAY: Dave Duell

- All employees back to full time.
- Breakroom meetings and other potential group gatherings/occasions must meet social distancing requirements or masks are required.
- Administration and all other Highway Department Buildings are closed to the public.
- The Town is participating in the Warren County's mutual highway aid program.

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

- Handout to Department managers: COVID-19 Return to Work Checklist – 4 pages: Planning and Communication; Policy Updates; Health and Safety; Employee Well-being and Morale; leaves of Absence and Accommodations; Posters; benefits; Best Practices and Other Considerations.

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

- All staff have returned to normal business operations.
- Public is allowed to access the registration counter, website registration and appointments are encouraged.
- 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

- All staff have returned to normal business operations.
- Planning and Zoning Board of Appeals meetings have resumed with full schedules with appropriate COVID precautions observed in accord with town's safe COVID-19 practices.

QUEENSBURY SENIORS CITIZENS

- Queensbury Senior Citizens have developed a plan to allow for some limited activities and programs. The plan, activities and programs will undergo continuous overview for safety.
- Senior Citizens capture the name and phone number of each member or guest who visits or attends a senior activity.

SECURITY

- Security hours will match the Office Building hours: 8 AM to 4 PM.
- The public intending to use the Town Office building will be restricted to using the northern front entry, the entry monitored by security.
- 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

- Staff schedules and regular hours have returned to normal.
- Open to the public by appointment and walk-ins during school tax collection on Monday Wednesday and Friday for cash payments.
- Whenever possible, 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.
- We will work with the Town's Security Department to assure COVID-19 safety protocols are followed.

TOWN SUPERVISOR: John Strough

- Updating the Town's Pandemic Response Plan.
- Town Board Meetings are as open as COVID-19 permits.

- Extra efforts have been made to make Town Board meetings accessible to the public:
Town Board meetings

TRANSFER STATIONS/SOLID WASTE: Rich Paris

- All employee schedules have returned to normal.
- All visitors required to be masked.
- Employees will use masks and gloves and replace at least daily.
- Normal operating hours in effect.

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 Plan continuously to be in accord with Federal and State and County requirements and protocols.
- See attached policies on travel and vacation day carry over allowance.

TOWN BOARD APPROVED (AUGUST 17, 2020) TRAVEL POLICY 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.

All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.

The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

All Town employees must inform their Department Managers of their vacation plans if those plans involve travel to a restricted state.

If an employee visits a restricted state then upon their return, they will be required to quarantine for a period of 14 calendar days consistent with Department of Health regulations for quarantine.

The 14 day quarantine time will be enforced; that particular employee will not be paid for this quarantine time, nor can they use vacation, sick days, personal days or floating holidays. Employees will be responsible for their share of benefits to be paid each pay period.

For questions about the travel advisory please refer to the guidance linked here: https://coronavirus.health.ny.gov/system/files/documents/2020/06/interimguidance_traveladvisory.pdf

For general inquires contact the Hotline: 1-888-364-3065 or

Ask a Question: <https://coronavirus.health.ny.gov/form/ask-us-a-question>

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.

**TOWN BOARD APPROVED (AUGUST 17, 2020) MODIFICATION OF
POLICY RELATED TO CARRY OVER OF EARNED VACATION DAYS
TO 2021 DUE TO COVID-19 PANDEMIC**

WHEREAS, as a result of requirements placed on the Town due to the COVID-19 Pandemic, CSEA and Town employees may not be able to use their earned vacation days in 2020 by December 31, 2020, and therefore the Town Board wishes to adopt a policy to provide all Town employees with additional flexibility regarding the use of earned, but unused vacation days,

NOW, THEREFORE, BE IT

RESOLVED, that as a result of requirements placed on the Town due to the COVID-19 Pandemic, the Queensbury Town Board hereby authorizes a modification to the Town's vacation policy to provide all Town employees with additional flexibility regarding the use of earned vacation days as follows:

VACATION DAYS.

For calendar year 2020 only, employees may carry over earned, but unused vacation days to 2021 for use in 2021 in accordance with the following:

1. By August 31, 2020, each Department Manager must either approve or disapprove this accommodation for employees within his/her Department to carry over earned, but unused vacation days that may exist on December 31, 2020 to be used in 2021.
2. If this accommodation is approved by the Department Manager, all employees in his/her Department may carry over up to 5 earned, but unused vacation days to 2021 for use in 2021 in addition to any provision in an existing policy for non-bargaining unit employees or the provisions in the Collective Bargaining Agreement with CSEA for bargaining unit employees.
3. This 2020 vacation carryover policy is a one-time accommodation and shall not serve as any precedent in the future for any reason.