



TOWN OF QUEENSBURY

742 Bay Road, Queensbury, New York 12804

PANDEMIC RESPONSE PLAN

MAY 2021

May 3, 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

Queensbury Senior Citizens: Michelle Whitbeck

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

TABLE OF CONTENTS

TABLE OF CONTENTS AND PUBLIC NOTICE	PAGE 2
NOTES	PAGE 3
IF MY ABSENSE FROM WORK IS COVID-RELATED WILL I GET PAID?	PAGE 4-5
INTENT & PURPOSE	PAGE 6
BUILDING LIMITATIONS	PAGE 6
PROTOCOLS TO PROTECT EMPLOYEE AND PUBLIC HEALTH	PAGE 7-8
PANDEMIC RESPONSE - DEPARTMENT PLANS	PAGE 8-14
TRAVEL POLICY	PAGE 14
QUARANTINE PROTOCOL	PAGE 15
APPENDIX A ISOLATION AND QUARANTINE PROCEDURES	PAGE 16-17
APPENDIX B PROTOCOLS FOR ESSENTAIL WORKERS	PAGE 18-19
APPENDIX C COVID PAID SICK LEAVE FORM	PAGE 20

APRIL 28, 2021: New York State will adopt the Centers for Disease Control and Prevention's new guidance on mask use for fully vaccinated people. The guidelines state that fully vaccinated people, defined as two or more weeks after receiving the second dose of the Pfizer or Moderna vaccine or the single-dose Johnson & Johnson vaccine, no longer need to wear masks outdoors, except in certain crowded settings and venues. However, masks should still be worn indoors and should still be worn by people who are not fully vaccinated. This guidance reemphasizes the importance of getting vaccinated and closely adhering to public health guidance, particularly if you are not yet vaccinated. Fully vaccinated individuals with immunocompromising conditions should consult with their healthcare provider first.

"The CDC announced new guidance today saying that when Americans who are fully vaccinated are outside, biking, hiking, running, or in small gatherings, you don't need to wear a mask. That is liberating, especially now that the weather is getting warmer," **Governor Cuomo said.** "New York has adopted that guidance, so that's going to go into effect in the State also and we want to thank CDC for that. This news underscores the fact that if you get vaccinated, more freedom is available to you, and I encourage all eligible New Yorkers who have not yet received the vaccine to make an appointment today."

According to the new CDC guidance, fully vaccinated people can engage in more activities than unvaccinated people, which include:

- Fully vaccinated workers no longer need to be restricted from work following an exposure as long as they are asymptomatic
- Fully vaccinated residents of non-healthcare congregate settings no longer need to quarantine following a known exposure
- Visit with other fully vaccinated people indoors without wearing masks or physical distancing
- Visit with unvaccinated people (including children) from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing
- Participate in outdoor activities and recreation without a mask, except in certain crowded settings and venues
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel
- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States.
- Refrain from testing following a known exposure, if asymptomatic, with some exceptions for specific settings
- Refrain from quarantine following a known exposure if asymptomatic
- Refrain from routine screening testing if asymptomatic and feasible (in nonhealthcare settings)

This modification will be noticed to the legislature but will take effect immediately using the exigency provisions of Ch. 71 of the laws of 2021, enacted earlier this year.

MAY NOTES:

- ACTIVITIES CENTER IS OPEN TO IN-PERSON USE IF COVID PROTOCOLS ARE FOLLOWED.
- TOWN BOARD, PLANNING BOARD AND ZONING BOARD OF APPEALS WILL OFFER HYBRID MEETINGS; IN-PERSON ALLOWED, ZOOM AND YOUTUBE.
- APPOINTMENTS IN TOWN OFFICE STILL REQUIRED FOR THE FOLLOWING DEPARTMENTS: ACCOUNTING, BUILDING & CODES and PLANNING & ZONING.*
- APPOINTMENTS NOT REQUIRED FOR ASSESSOR'S OFFICE, PARK & RECREATION AND TOWN CLERK'S OFFICE.
- QUEENSBURY SENIORS AND PARKS & RECREATION WILL BE SCHEDULING IN-PERSON ACTIVITIES. ALL ACTIVITIES NEED TO BE FEDERAL AND STATE COVID COMPLIANT.

* Please inform the security guard so they can keep a calendar of appointments - Security 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

<p>My child's school or childcare center is closed due to COVID and I need to remain home</p>	<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
---	---

***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 offer COVID compliant activities and programs.
- Parks & Recreation will hold COVID compliant activities and programs.
- Town Board, Planning Board, Zoning Board of Appeals will be hybrid: in-person and virtual.

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.
- Appointments required for Accounting Office, Planning & Zoning and Building & Codes.
- No appointments required for Assessor's Office, Parks & Recreation and Town Clerk's Office.
- 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 of six attendees allowed in the Supervisor's Conference Room.

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 <gbydepartmentheads@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.
- Members of the public who have appointments will be allowed.
- All doors will remain closed.
- Applications, paperwork, and submissions will be left in the Building and Codes drop box by the back door.

For outside inspections:

- 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

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 may visit office for registration – no appointment required.
- Website registration is encouraged.
- Outdoor recreation can resume without masks – following updated NYS/CDC guidelines
- Indoor recreation events/programs can resume with capacity limits.
- Signage offering COVID-19 safe behaviors and requiring compliance have been erected at all parks and recreation sites.
- Public use of athletic fields, playgrounds and picnic areas are regulated based on NYS/CDC guidelines.

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.
- 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: Hybrid format for April: In-person and virtual.**

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.
- 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.
- **Sign in and phone number required for tracing purposes.**
- A table is present for the purposes of offering visitors safety checks and PPE materials.
 - Non-touch thermometer included.

TOWN CLERK: Caroline Barber

- **Regular staffing and hours.**
- **Open to the public. Appointments recommended but not required for Marriage License applications.**
- **If residents prefer, there are online payment options or the use of the depository box located outside the Town Office Building. The depository box may be used for water/sewer payments, dog licensing & renewals as well as communications of letter sized envelopes. Envelopes provided adjacent to depository box.**

TOWN SUPERVISOR: John Strough

- With the help of department managers, developed a **May** Pandemic Response Plan for the town.

- Town Board Meetings will be hybrid: in-person and virtual.

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 Department will be opened to the Public and back to normal operating conditions starting May 3rd.
- There is no mask requirement for Department Personnel.
- Masks WILL be required upon entry to residences for the purpose of meter change outs and other instances where access to the inside of residences is required.

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

- Queensbury Senior Center is open. We have resumed our normal business hours of 9am-4pm Monday-Friday. We will continue to follow CDC COVID-19 recommendations. We are tremendously grateful for Queensbury Supervisor Strough, the Town Board, and the dedicated staff at the town who continue to advise us and ensure that our building is thoroughly cleaned. For more information about QSC events and activities please visit our website or Facebook page. Our newsletter is also available in our lobby. Please call us at 518-761-8224 to register for events or for further inquiries.

**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/covid-19-travel-advisory>

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.

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

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 B

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 C



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:** _____

5/3/20215/3/2021