

Public Employer Health Emergency Plan for Town of Sennett

Date of approval March 18, 2021

This plan has been developed in accordance with NYS legislation 58617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and I of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Teamsters Local 118, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

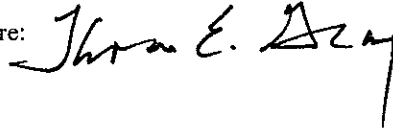
As the authorized official of The Town of Sennett , I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with 58617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and I of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date *March 26, 2021*

By: Tom Gray

Title: Town Supervisor

Signature:



Record of Changes

Date of Change	Description of Change	Implemented by
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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation 58617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Sennett. This plan is pertinent to a declared public health emergency in the State of New York, which may impact our operations; and it is in the interest of the safety of our employees and contractors and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus, which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission-essential Operations. We encourage all employees and contractors to use [CDC Guidance for Keerin Workidaces Schools Homes. and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to reflect the circumstances of the current Coronavirus pandemic largely but may also apply to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission-essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, maybe heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a worksite to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a worksite to perform their job

Concept of Operations

The Town Board of the Town of Sennett, or the designee, Town Supervisor, holds the authority to execute and directly implement this plan. This designation must be done by an in-person or live virtual resolution from the Town Board. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Board. It is understood that the Town Supervisor will actively reach out to Town Councilors and other necessary parties to execute this action plan after such designation.

Upon the determination of implementing this plan, all employees and contractors of the Town of Sennett shall be notified by phone call, email, or virtual meeting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Town of Sennett community will be notified of pertinent operational changes by way of media, via local news channels, newspaper advertisements, Exterior door postings and the Town's website:www.cayugacounty.us/848/Sennett.Town Other interested parties, such as vendors will be notified by phone and/or email, as necessary. The Town Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Board of the Town of Sennett will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Supervisor of the Town of Sennett, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Sennett is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Sennett

The Town of Sennett has identified as critical only those priority functions required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential but least among them.

The mission essential functions for the Town of Sennett have been identified as:

Essential Function	Description	Priority
Communication	Inform television and radio news media of current information. Keep residents and staff updated. Overall oversight of residents and staff.	1
Assessment	Provide required assessments of properties, as obligated by NYS law ; 3 with <u>oversight to assessment</u> rolls, <u>grievance process, etc.</u>	3
Accounting Control	Keep contractors/vendors paid, do pay vouchers, payroll for staff. All financial-related items to update continually.	2
Road Safety	Provide emergency road services i.e. snowplowing. Drainage emergencies, mechanic shop duties.	
Public Protection	Follow the Town's general plan; enforces Town code. Regulates zoning laws, ordinances, rules and regulations.	
Tax Collection	Critical need for collection of residential and school taxes as regulated by NYS law.	
Recordkeeping	Maintain accurate records of the Town, process all paperwork as required by NYS law.	3
Water Maintenance and Repair	Oversee entire Town of Sennett water department and all <u>emergency</u> water issues for security of homes, <u>roads, etc.</u>	1
Parks	Maintain year round outdoor park spaces and conducts programs per Cayuga County Health Department, NYS Ag. & Markets, and Town of Sennett guideline and standards. Provide assistance in park emergencies.	1

Essential Positions

Each essential function identified above requires certain positions onsite to effectively operate. The table below identifies the positions or titles that are essential to be staffed onsite for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Supervisor's Office	<ul style="list-style-type: none"> Supervisor 	Oversees town residents, all municipal staff, and day-to-day operations/financials of the municipality. Overall safety of residents.
Assessor's Office	<ul style="list-style-type: none"> Assessor 	Data collector and appraiser of commercial, industrial Agricultural, residential and vacant properties. Administers all exemptions, review and analyze sales data, manages the equalization rate and disseminates large volumes of assessment and tax-related data to the public.
Budget Office	Budget Officer Staff	Day-to-day administration of the Town's financials, accounting functions, inclusive of accounts payable/receivable, payroll, cash management, general ledger, and financial reporting.
Highway Dept.	<ul style="list-style-type: none"> Highway Superintendent Laborers 	Maintains the daily operations and maintenance of 170 miles of Town-owned roads. Includes road surfacing, snow plowing, paving, potholes, sweeping, mowing, and ditches. Oversees all Highway staff. Overall safety of residents. Responsible for paving, parks, and mechanic shop. Overall highway safety of residents. Responsible for maintaining open spaces and responding to park emergencies.
Planning & Codes Dept.	<ul style="list-style-type: none"> Codes Officer Deputy 	Oversight of all aspects of the Department, including management of staff, application of policies and regulations, as well as of inspections to ensure adherence to and identification of violations of Town codes and ordinances.
Tax Receiver	<ul style="list-style-type: none"> Tax Collector 	<u>Provides protection of property and structures.</u> Responsible for mailing out and collecting all property taxes in the Town of Sennett.
Town Clerk's Office	<ul style="list-style-type: none"> Town Clerk Deputy Clerk 	Vital role of securing and preserving the public documents of the municipality. Responsible to know different laws, to review and understand documents as presented by citizens to show <u>eligibility for various licenses and registrations.</u>
Water Dept.	<ul style="list-style-type: none"> Water Superintendent 	; Responsible for waste and refuse collection, sorting and disposal for the residents of the Town. Responsible for all water emergencies, hydrants, installation and repair of mains and services. Overall water functions for safety of residents.

Reducing Risk Through Remote and Staggered Work

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible.

Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet-capable laptop
 - b. Necessary peripherals
 - c. Access to VPN or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff
 - f. Should an employee require more or a special piece of equipment, a request must be submitted to the respective Department Head

Remote work will be based upon the Department's needs, and the Department Head will provide all assignments. To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that is adequate to perform their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to all meal and rest break and attendance schedules agreed upon in their Teamster's contract and in compliance with York State Law.
- The Town of Sennett will assist in providing computer equipment and accessories, i.e. head phones, speakers, etc., as necessary. Employees may use their equipment if preferable.
- Remote employees have full access to the Town of Sennett's third party information technology vendor for assistance with computer(s), internet, connections, and other related-remote issues.

The Department Head is responsible for keeping in contact with their remote worker via telephone, email, WEBEX, ZOOM, or other streaming capability. Remote work does not change terms and conditions of employment.

Virtual meetings will be conducted on an as-needed basis to ensure projects are completed and deadlines are met. These meetings will be hosted on a Town approved virtual platform with login credentials required.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties necessary to be performed onsite but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Sennett will ensure that

employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Staggered Work Areas

Departments may have multiple essential employees and not desire to utilize staggered shifts, or it may be unreasonable to have the department report in staggered shifts. If this case occurs, the department head will create schedules so paths do not cross for workers. Employees will not be required to meet in groups, but rather one on one, if necessary. Breaks will be staggered, and all vehicles in operation will be cleaned before and after use by the operator. It is intended that if one person is operating a vehicle that the same person will continue to operate that vehicle when it is needed for use.

Department heads will ensure all employees to remain a distance of six-feet, or more, apart at all times. If work is being done indoors, face coverings shall be required, as well as in vehicles where there are two or more employees.

Remote Work

Following is a list of positions and the departments that will be considered for remote work:

Title	Department
Town Councilors	Supervisor's
Deputy Town Clerk _____	Town Clerk's
	Assessor's
Code sand Zoning Enforcement Offices	Codes, Planning Zoning
Deputy Tax Collector	Tax Collector

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

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

*These are considered face coverings.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. These supplies are included in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE

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

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet, or airborne infection isolation precautions. The Town of Sennett Supervisor's Office and Highway Department will maintain a two (2) month supply of PPE inventory accessible to staff. PPE will be kept in the Highway clerical office and front storage area. PPE will be kept in the Supervisor's office front office cabinet, labeled accordingly. The Town Supervisor and Highway Superintendent are responsible for monitoring and maintaining the stock.

Each Department Head will be responsible for maintaining an adequate amount of PPE and cleaning items within their respective departments. The Department Heads will have immediate access to these items.

PPE Vendors:

- WB Mason — 1200 State Fair Blvd., Syracuse, NY 13209 — Phone: (888) 926-2766 www.wbmason.com
- Grainger — 6285 E. Molloy Rd., East Syracuse, NY, 13057-1037 — Phone: (800) 472-4643 www.grairner.com
- Share Corporation —7821 No. Falkner Rd., Milwaukee, WI 53224— Phone: (800) 776-7192
www.sharecorp.com
- Safety Source NE — 29 Gillespie Rd., Charlton, MA 01507 — Phone: (800) 225-3553
www.safetvsorce.com
- Oswego Industries, Inc. 7 Morrill Place, Fulton, NY 13069 — Phone: (315) 598-3108
www.oswegoindustriesinc.or
- Staples, Inc. —4118 St. Rt. 31, Clay, NY 13041— Phone: (315) 715-0112
[www.stal\)les.com](http://www.stal)les.com)

Established vendors for procuring cleaning supplies are as follows:

- WB Mason — 1200 State Fair Blvd., Syracuse, NY 13209 — Phone: (888) 926-2766 www.wbmason.com
- Grainger — 6285 E. Molloy Rd., East Syracuse, NY, 13057-1037 — Phone: (800) 472-4643 www.p.rainer.com
- Share Corporation —7821 No. Falkner Rd., Milwaukee, WI 53224 — Phone: (800) 776-7192
www.sharecorp.com
- Hercules Hardware — PO Box 240023, Milwaukee, WI 53224— Phone: (800) 776-7039
www.hercules-hardware.com
- State Industrial Products — 5915 Landerbrook Dr., Mayfield Heights, OH 44124 — Phone: (440) 565-5556
www.stateindustrial.com
- Unifirst First Aid & Safety — 3499 Rider Trail So., St. Louis, MO 63045 — Phone: (314) 344-1100
www.greene,uard.com
- Staples, Inc. —4118 St. Rt. 31, Clay, NY 13041 — Phone: (315) 715-0112

www.staples.com

Deep Sanitizing Vendors:

- ASR Systems Group — 100 Commerce Blvd., Liverpool, NY 13088 — Phone: (315) 453-2000
www.asrsystemsgroup.com
- Oswego Industries, Inc. — 7 Morrill Place, Fulton, NY 13069 — Phone: (315) 598-3108
www.oswegoindustriesinc.org

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Department Heads shall be notified regarding the exposure and will ensure protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Department Head will ensure protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - a. Employees and contractors who exhibit symptoms in the workplace shall be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.

- b. Employees and contractors who exhibit symptoms outside of work should notify their Supervisor and stay home, with a recommendation to contact their physician.
 - c. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - d. Department Heads in conjunction with the Town Board will refer to the Town of Skaneateles Employee Handbook regarding return to work procedures.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
- 1. Apply the steps identified in item B above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. A period of 24 hours shall elapse before cleaning, disinfecting, and reoccupation of those spaces will take place. If this period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
- a. If an employee or contractor is confirmed to have the disease in question, the department head or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. The department head must inform the Town Supervisor. The Town Supervisor will contact the County Health Department for guidance on how to disperse information to the public regarding contact tracing.
 - c. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 - d. Should an employee test positive for the communicable disease, Department Heads and the Town Supervisor shall be notified regarding the exposure.
 - e. The Department Head will ensure protocols are followed.
 - f. The Town Supervisor shall report the incident to the Cayuga County Health Department and ensure any guidance provided is followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present advice for routine cleaning during a public health emergency includes:

- 1. As possible, employees and contractors will clean their workspaces in the beginning, middle, and End of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Town Hall: areas shall be cleaned and wiped down hourly.

- c. Highway/Water: areas/vehicles shall be cleaned and wiped down before and after each shift.
- d. Parks: areas/vehicles shall be cleaned and wiped down before and after each shift.

Vehicles will be cleaned and wiped down after each use.

- 2. Staff tasked with cleaning, and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- 3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- 4. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

1 "Public Employer Health Emergency Plan for Town Of Sennett"

I Housing for essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential expositors, thus helping to ensure their health and safety and the continuity of the Town of Sennett's essential operations. When the need arises, the Town Supervisor shall coordinate efforts to secure lodging for essential employees."

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Sennett is committed to reducing the burden on our employees and contractors. Federal and State laws, rules, or regulations may provide certain leave and other rights to employees who are faced with such public health emergencies themselves or which impact their families. This policy may be altered based upon changes in law or regulation, as applicable.

Our policy that employees of the Town of Sennett will not be charged with leave time for testing. Except when such testing is required as a result of the employee's voluntary decision to leave the State of New York, in which case the employee will be charged sick time. Employees may be eligible for paid sick leave pursuant to the state and/or federal law concerning illness and /or other absences relating to a particular public health emergency. In such case, the Town will comply with any and all notice and posting obligations to communicate such leaves. Finally, employees may also be eligible to use accrued paid leave that is available to them for circumstances related to such public health emergencies.

Additional provisions may be enacted based upon need and guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Sennett, and as such, are not provided with paid leave time by the Town of Sennett unless required by law

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts Identification of locations shall include onsite work, off-site visits.

This information may be used by the Town of Sennett to support contact tracing within the organization and may be shared with local public health officials.

Department heads are required to keep track of their staff's hours, days worked, and any locations visited. Paper time records distributed by the Budget Office must be turned in on Monday of the pay week by 9:00 a.m. Employees should complete their own time record. However, Department heads may do so in the event of staggered shifts and remote work. The Budget Office has responsibility to handle and manage completing reports and time records, when needed.

Assessor Department

The Assessor and associated staff will work remotely and be set up with the proper equipment. Onsite visits are documented and scheduled by the Assessor. These visits are logged in the Daily Log Book found in the Assessor's Office. The visit documentation includes contact names, times, phone numbers, and on which date the Assessor met with each party.

Codes Department

The Codes Department will work remotely and be set up with the proper equipment. Onsite visits are documented and scheduled by the Code Enforcement Officer. These visits are logged in the Daily Log Book found in the Codes Department Office. The visit documentation includes contact names, times, phone numbers, and on which date the Code Officer or Deputy met with each party.

Should an employee need to come into the office, they will follow the Cleaning and Disinfecting Guidelines provided within the Communicable Diseases Policy.

Highway and Water Departments

Should an employee in one of these departments need to make a visit to a residence or other unique trip, the location will be documented on a community calendar in the break room at the highway department. It is understood that Transfer Station Personnel work closely with all residents of the Town and, as such, will maintain social distancing. One-way traffic for pedestrians and vehicles will be maintained for these areas.

