

Public Employer Health Emergency Plan for Greene County

This plan has been developed in accordance with NYS legislation S8617B/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 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.

As required by the amended New York State Labor Law, this plan has been developed with the input of Local 968 of AFSCME Council 66; CSEA, Local 820, Unit #7000 and Unit #7002; NYS Law Enforcement Officers Union, Council 82, Local 2189 (Corrections Union) and Local 927 (Deputies Union); Teamsters Local 294; and United Public Service Employees Union (Public Health/Jail Nurses).

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the County or our valued employees under any law, rule, regulation, 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.

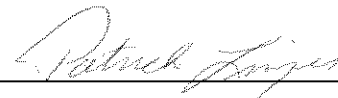
As the authorized official of Greene County, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: March 31, 2021

By: Patrick Linger

Title: Chairman, Greene County Legislature

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, as amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, require public employers to adopt a plan for operations in the event the Governor declares a 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 Greene County. 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 the Governor to declare a public health emergency involving a communicable disease.

The health and safety of our employees and contractors is crucial to maintaining our mission of providing essential services to the Greene County residents. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, 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, immediately notify your supervisor 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
- Wearing a face covering or mask to reduce the transmission of disease through aerosols or respiratory droplets
- 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 largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable 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 own 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, may be 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 who is required to be physically present at a work site to perform his/her job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor who is not required to be physically present at a work site to perform his/her job
- Per S8617B/A10832, 'communicable disease' shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

Concept of Operations

The Chairman of the Greene County Legislature ("Chairman"), their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Chairman.

Upon the determination of implementing this plan, all employees and contractors of Greene County shall be notified by "phone tree", email, County website or personal notification initiated by the County Administrator's Office to the Department Heads, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Constituents, clients, and customers of Greene County will be notified of pertinent operational changes by way of website updates, social media, and/or direct contact when necessary due to the nature of service provided. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The County Administrator and/or the Deputy County Administrator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chairman, their designee, or their successor 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 Chairman, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions and Titles

When confronting events that disrupt normal operations in a Governor-declared emergency, Greene County 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, rule or regulation
4. Sustain quality operations and
5. Uphold the core values of Greene County

Greene County has identified as critical only those priority functions that are 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 one function to others
- The recovery sequence of essential functions and their vital processes

Essential Positions

Each essential function requires certain positions on-site to operate effectively. The table below identifies the essential functions and positions/titles that are essential to be staffed on-site for the continued operation of each essential function. Priority 1 identifies the most essential of functions and the titles within this function are required on-site immediately. Priority 2 identifies the essential titles required on-site within two weeks. Priority 3 identifies the essential titles required on-site within four weeks.

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	Priority	Justification for Each
Board of Elections	<ul style="list-style-type: none"> • Commissioner • Deputy Commissioner • Clerk 	2	Employees of this department are essential during an election cycle as specified by the NYS Board of Election calendar. During non-election cycles,

			employees may be able to operate remotely.
Buildings & Grounds	<ul style="list-style-type: none"> • Superintendent of Buildings & Grounds • Assistant Superintendent of Buildings & Grounds 	1	On-site to oversee, lead, direct, and participate in maintenance of all county owned property for all county functions to ensure the safety of employees and the public
	<ul style="list-style-type: none"> • Building & Grounds Maintenance Mechanic 	2	On-site to maintain and make repairs to buildings and systems for all county functions
	<ul style="list-style-type: none"> • Mailroom Driver/Maintenance Laborer • Maintenance Helper • Maintenance Laborer • Maintenance Person • Maintenance Person Crew Chief 	1	On-site to make repairs and keep buildings clean, sanitized, and disinfected for the safety of employees and the public
County Administrator/Legislature	<ul style="list-style-type: none"> • County Administrator 	1	Responsible for ensuring continuation of operations of county departments. Point of contact for NYS entities, media, other municipal agencies, and elected officials.
County Attorney <i>Note: The incumbent does not have remote access to the County's legal files.</i>	<ul style="list-style-type: none"> • County Attorney 	1	Legal research; interface with County leaders and associations; research laws and proposed legislation; draft Declarations of Emergency and Emergency Orders; review contracts and municipal agreements; identify liabilities; receive service of process; prosecution of Assisted Outpatient Treatment.
County Clerk	<ul style="list-style-type: none"> • County Clerk 	2	On-site for oversight of department
	<ul style="list-style-type: none"> • Deputy County Clerk (1 DMV; 1 Records) 	3	DMV: DMV Supervisor – oversight of DMV transactions Records: Records Supervisor – oversight of transactions involving deeds, court filings, military records, passports, etc.
	<ul style="list-style-type: none"> • Records Management Director • Records Inventory Clerk 	3	Responsible for maintenance and retrieval of records pursuant to records retention schedule (most of these records are hard copies and cannot be accessed remotely).
	<ul style="list-style-type: none"> • Recording Officer 	3	Processes transactions involving deeds, court filings, military records, etc.

	<ul style="list-style-type: none"> • County Clerks Worker • Motor Vehicle Clerk III 	3	Processes transactions on NYS run computer programs/systems that may not be available for use when working remotely.
District Attorney <i>Note: Staff may perform some of their duties remotely, but will be required to be on-site at least part-time or on a rotating basis at the discretion of the District Attorney or designee.</i>	<ul style="list-style-type: none"> • District Attorney • Assistant District Attorney 	2	Responsible for investigation and prosecution of all crimes and offenses committed in the county.
	<ul style="list-style-type: none"> • District Attorney Investigator 	3	Investigation, report development and court preparation of material (some duties will require in-person investigation/data collection).
	<ul style="list-style-type: none"> • Confidential Secretary • Crime Victim Advocate/Legal Secretary • Legal Secretary • Paralegal 	3	Preparation of legal documents in compliance with discovery, court filings/submissions, legal documents, etc.
Economic Development, Tourism & Planning	<ul style="list-style-type: none"> • Deputy County Administrator • Business Marketing Coordinator 	1	The employees in these titles are responsible for communication and dissemination of information via the county website and various social media platforms. Some of this work may be done remotely but on-site is ideal when dealing with the multiple contacts required for updating information.
Emergency Services <i>Note: There are additional titles that are "essential" to this department but are not required to be "on-site" with regard to the Emergency Operations Center. These titles may be called "on-site" to the scene of an accident or fire.</i>	<ul style="list-style-type: none"> • Director of Emergency Services • Deputy Director of Emergency Services • Emergency Planner Coordinator • 911 Systems Administrator • Chief Emergency Operations Shift Dispatcher • Senior Emergency Operations Dispatcher • Emergency Operations Dispatcher • Emergency Operations Dispatcher Trainee 	1	Essential to the coordination and management of any incident that can occur. Emergency situations arise every day regardless of a public health emergency.
Highway & Solid Waste	<ul style="list-style-type: none"> • Superintendent of Highway & Solid Waste 	1	On-site administration of operations for weather and maintenance issues in order to keep roadways available for emergency response and public use.

	<ul style="list-style-type: none"> • Director of Highway Buildings & Field Operations • Manager of Field Engineering 		
	<ul style="list-style-type: none"> • Superintendent of Highway & Solid Waste • Director of Solid Waste 	1	On-site administration of solid waste operations at various locations within the county
	<ul style="list-style-type: none"> • Garage Manager • Heavy Equipment Repairworker • Service Mechanic 	1	On-site for equipment repair/daily maintenance/service maintenance
	<ul style="list-style-type: none"> • Highway Building Supervisor • Highway & Solid Waste Working Foreperson • Heavy Motor Equipment Operator A • Heavy Motor Equipment Operator B • Motor Equipment Operator • Transfer Station Operator • Sign Maintenance Worker • Sign Maintenance Assistant • Laborer • Landfill Attendant/Laborer 	1	On-site for highway maintenance, snow & ice removal, response to weather related emergencies, and operation of county transfer stations.
Highway & Solid Waste – Clerical <i>Note: Not all of these titles would have to be on-site, but the clerical work of the main office would require staff to work on-site at least part-time or on a rotating basis at the discretion of the Superintendent or designee.</i>	<ul style="list-style-type: none"> • Highway & Solid Waste Business Manager • Account Clerk • Administrative Assistant • Senior Account Clerk • Stenographer 	3	Processing correspondence and answering in-coming calls and emails. Referring items in need of attention to appropriate staff. Processing payroll for department employees.
Human Resources <i>Note: These titles do not have to be on-site together. They can rotate on an alternate day basis at the discretion of the Director.</i>	<ul style="list-style-type: none"> • Human Resources Director/Executive Secretary to the Civil Service Commission 	3	Administers the provisions of the NYS Civil Service Law and Greene County Civil Service Rules for Greene County departments, municipalities, school districts, libraries, and special districts. Responsible for Greene County

			<p>personnel administration and coordinating staffing efforts pursuant to the Administrative Manual and various collective bargaining agreements. Administers personnel benefits pursuant to federal, state and local guidelines. Some duties can be performed remotely but to address the needs of various appointing authorities, on-site work is preferable.</p>
	<ul style="list-style-type: none"> Employee Benefits Manager 	3	<p>Manages employee benefits programs for Greene County, including oversight, coordination and reporting for all health insurance programs, disability and workers compensation. Some duties can be performed remotely but due to the large amount of documents that must be accessed to perform most duties of this position, on-site work is preferable.</p>
<p>Human Services <i>Note: Staff may perform some of their duties remotely, but will be required to be on-site at least part-time or on a rotating basis at the discretion of the Executive Director..</i></p>	<ul style="list-style-type: none"> Executive Director of Human Services Human Services Business Manager Coordinator of Services for the Aging Coordinator of Nutrition Services Coordinator of Volunteer Services Case Manager Specialist, Services for the Aging Administrative Assistant Aging Services Aide 	2	<p>Oversight for the administration of Aging and Youth Services including: Personal Care Aides, PERS units, transportation, case management, meal preparations and meal delivery. Ensures compliance with federal, state and local laws, rules and regulations. Regular contact with clients regarding services required.</p>
<p>Human Services – Meal Prep/Delivery</p>	<ul style="list-style-type: none"> Senior Service Center Manager Meal Site Manager Central Kitchen Cook 	3	<p>Manages daily functions of the kitchen, bulk food preparation, food and supply orders, and cleaning of kitchen.</p>
	<ul style="list-style-type: none"> Cook Chauffeur Food Service Helper Food Service Helper/Driver 	3	<p>Daily meal prep and packaging for distribution in senior center or by delivery and cleaning of facilities.</p>

Information Technology	<ul style="list-style-type: none"> • Senior Systems Support Technician • Network Systems Engineer • Network Support Technician 	1	Provides technical support, as well as necessary equipment, for employees who are on-site and working remotely. These titles may be able to rotate their days on-site but at least one must be on-site each workday (schedule to be established).
Mental Health <i>Note: Upon approval of the Department Head or designee, the majority of titles for this department can perform their duties remotely through virtual meetings with patients.</i>	<ul style="list-style-type: none"> • Psychiatric Nurse Practitioner/Staff Associate • Director of Clinical Services • Mental Health Quality Assurance Coordinator & Agency Compliance Officer • Licensed Practical Nurse • Medical Receptionist 	1	On-site for medication distribution and assessment
	<ul style="list-style-type: none"> • Clinical Coordinator (Community Mental Health) • Senior Mental Health Specialist • Mental Health Specialist 	1	When needed, on-site to meet with clients in crisis requiring face-to-face interaction. May also be required on-site at the County Jail for intake processing or ongoing support for internees in crisis.
	<ul style="list-style-type: none"> • Maintenance Helper or Contracted Cleaning Service 	1	Due to NYS Office of Mental Health guidelines, which require cleaning between every patient, on-site cleaner(s) will be needed from 11:00 a.m. until closing if the facility is fully open to patients.
Occupational Safety & Health	<ul style="list-style-type: none"> • Safety Officer 	1	On-site at various locations to assist in planning for emergency response
Probation <i>Note: Staff may perform some of their duties remotely, but will be required to be on-site at least part-time or on a rotating basis at the discretion of the Director.</i>	<ul style="list-style-type: none"> • Probation Director (Group A) • Probation Supervisor • Senior Probation Officer • Probation Officer • Probation Assistant 	2	Pre-trial and post-trial supervision over offenders to provide support, guidance and behavioral modification. Duties have a direct effect on public safety.
Public Defender <i>Note: Staff may perform some of their duties remotely, but will be required to be on-site at least part-time or on a rotating basis at the</i>	<ul style="list-style-type: none"> • Public Defender • Assistant Public Defender • Paralegal • Criminal Investigator • Data Officer-Indigent Legal Services 	2	Provide representation in Family and Criminal Courts as mandated by the Constitution. The need for these titles to be on-site will vary based on scheduling by NYS and local courts.

<i>discretion of the Public Defender.</i>	<ul style="list-style-type: none"> • Confidential Secretary 		
Public Health/Family Planning	<ul style="list-style-type: none"> • Director of Public Health • Deputy Director of Public Health & Clinical Services • Public Health Emergency Preparedness Coordinator • Family Planning Clinical Nurse Practitioner • Supervising Community Health Nurse • Public Health Nurse • Registered Professional Nurse • Director of Services for Children with Special Needs • Assistant Director of Services for Children with Special Needs • Service Coordinator • Public Health Diagnostic Treatment Center Aide • Principal Family Planning Aide • Senior Family Planning Aide • Senior Public Health Educator • Public Health Educator • Service Coordinator • Public Health Business Manager • Secretary to the Public Health Director • Principal Account Clerk Typist • Senior Account Clerk Typist • Senior Clerk Typist • Medical Receptionist • Micro-Computer Operator 	1	All titles of the department are needed on-site to respond to the clinical and administrative aspects of a public health emergency including clinical appointments, case investigation, contact tracing and other communicable disease control functions.

Real Property Tax Services	<ul style="list-style-type: none"> • Director of Real Property Tax Services II • Deputy Director of Real Property Tax Services 	2	On-site only when necessary (as determined by the Director) due to any processes that require handling hard copies of documents. The majority of duties for this department can be addressed working remotely at the discretion of the Director.
	<ul style="list-style-type: none"> • GIS/Tax Map Specialist 	3	Supports all Geographic Information Services functions for County departments including, but not limited to, Emergency Services and E911. While most functions can be accomplished remotely, these employees are on-call to resolve any issues on-site as may be required (as determined by the Director).
Sheriff's Office – Investigation/Patrol	<ul style="list-style-type: none"> • Sheriff • Undersheriff • Deputy Sheriff Captain • Deputy Sheriff Lieutenant • Deputy Sheriff Investigator • Deputy Sheriff Sergeant • Deputy Sheriff • Special Patrol Officer 	1	Maintains the safety and welfare of the Greene County public to prevent crime and disorder. Conducts investigations of crimes and background checks for new employees.
Sheriff's Office – Civil Division	<ul style="list-style-type: none"> • Sheriff • Undersheriff • Deputy Sheriff Captain • Civil Office Manager • Sheriff's Civil Office Coordinator • Deputy Sheriff 	2	Preparation, processing and service of civil documents, financials, and court documents. Processing of pistol permit applications. Processing of employee ID badges.
Sheriff's Office – Jail	<ul style="list-style-type: none"> • Sheriff • Undersheriff • Jail Superintendent • Corrections Lieutenant • Corrections Sergeant • Corrections Officer • Registered Professional Nurse • Corrections Cook 	1	Perform the mandated functions required by NYS for housing and transporting inmates.
Social Services <i>Note: Staff may perform some of their duties remotely, but will be required to be on-site at</i>	<ul style="list-style-type: none"> • Commissioner of Social Services 	1	The federal, state, and local regulations and the needs of the clients served require a presence on-site for this department. All titles listed may work remotely based on access to required

<p><i>least part-time or on a rotating basis as determined by the Commissioner.</i></p>	<ul style="list-style-type: none"> • Staff Development Coordinator/Deputy Commissioner • Director of Social Services • Director of Eligibility • Director of Administrative Services (DSS) • Counsel to Commissioner of DSS • Assistant Social Services Attorney • Administrator, Central Assessment Unit • Case Supervisor Grade B • Senior Caseworker • Caseworker/Caseworker Trainee • Resource Consultant • Principal Social Welfare Examiner • Senior Social Welfare Examiner • Social Welfare Examiner • Medical Services Specialist • Community Services Worker • Welfare Management System Coordinator • Welfare Fraud Investigator • Secretary to the Commissioner of DSS • Principal Account Clerk • Senior Account Clerk • Account Clerk • Receptionist/Typist • Clerk Typist 		<p>NYS software and computer systems as well as hardware available. However, titles will also be required to be on-site, possibly on a rotating basis, to ensure clients of the various units have their needs met. Additionally, to ensure compliance with regulations, fulfillment of financial obligations, necessary in-person contact with clients or required transport of clients, and oversight of investigations, staff will be required to be on-site.</p>
<p>Treasurer <i>Note: Staff may perform some of their duties remotely, but will be required to be on-site at least part-time or on a</i></p>	<ul style="list-style-type: none"> • Treasurer • Executive Fiscal Administrator • Director of Administrative Services (Treasurer) 	2	<p>Required duties include guaranteeing the financial structure of Greene County remains intact and financial obligations are fulfilled in a timely manner.</p>

<i>rotating basis as determined by the Treasurer.</i>	<ul style="list-style-type: none"> • Director of Taxes • Payroll Coordinator • Title Searcher • Principal Account Clerk • Senior Tax Clerk Typist 		
Veterans Service Agency	<ul style="list-style-type: none"> • Director of Veterans Service Agency 	2	Only required on-site if services for veterans cannot be processed remotely due to a lack of access to federal or state computer systems.
<i>Note: Required on-site periodically for special file access</i>	<ul style="list-style-type: none"> • Veterans Benefits Representative 	3	Maintains online access to Federal VA Claims filing system.
<i>Note: Required on-site periodically for mail receipt and special file access</i>	<ul style="list-style-type: none"> • Senior Clerk 	3	Department administrative modalities.
	<ul style="list-style-type: none"> • Veterans Service Driver 	2	Provides medical transportation to VA and other medical facilities for clients' essential medical services.
Weights and Measures	<ul style="list-style-type: none"> • Director of Weights & Measures 	3	Required to be on-site at various locations throughout Greene County to conduct required device testing

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, among other things, include:
 - a. Providing an internet or Wi-Fi capable laptop or desk top computer
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform duties
 - e. A solution for telephone communications, including the use of cellular phones
 - i. Note that office phone lines may need to be forwarded to off-site staff

All employees identified to work remotely will review the following policy and complete an Employee Telecommuting Agreement, which will then be approved by the Department Head and the County Administrator.

Telecommuting Policy

This policy establishes guidelines for Telecommuting for Greene County employees. Telecommuting is defined as the ability to work at home by the use of an electronic linkup with a central office. Telecommuting must be pre-approved by the Department Head. The following guidelines will be reviewed periodically and may evolve to ensure the health and safety of Greene County's workforce. These guidelines apply to all employees. These

are temporary and discretionary, subject to operational needs as determined by the Greene County Administrator. This policy may be rescinded at any time and is not subject to appeal.

Purpose and Intent

Greene County employees are and will remain responsible to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to health or other personal considerations and job duties and technology allows, employees will be able to work remotely.

Telecommuting is a temporary arrangement that may be rescinded at any time. Telecommuting may be appropriate for some employees and/or jobs but not necessarily for all staff, and this determination will be made exclusively by the Greene County Administrator after consultation with the appropriate Department Head. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the County. Any Telecommuting assignment will be evaluated as frequently as the County Administrator believes is necessary.

This guide outlines key considerations, best practices, and guidance specific to Telecommuting, including information on eligibility, assignments, home technology requirements, pay, hours of work etc.

Hours Worked

All employees authorized to work remotely shall be paid for hours worked at their regular hourly rate of pay.

Telecommuting Guidelines

Who May Work Remotely

Permitted situations where Telecommuting may be authorized and provided that the employee is able to perform duties:

- Employee has a temporary health complication but is able to perform duties
- Employee is healthy but dependent(s) have serious health complications requiring temporary care and attendance by the employee
- Temporary childcare responsibilities that are not resolvable by other alternatives
- Employee is healthy but under quarantine or other quarantine by their healthcare provider or the Health Department
- Employee has recently traveled to a high-risk area, as defined by the CDC or NY Dept. of Health
- At the discretion of the County Administrator, after consultation with the appropriate Department Head, additional department and/or employee requests for telecommuting will be considered.

All requests and considerations for telecommuting will be at the discretion of the County Administrator after consultation with the appropriate Department Head. The business of the County will take precedence over telecommuting work days. Employees may, at the discretion of the County Administrator or their Department Head, be called to work at their normal located worksite on their regular telecommuting workday, to meet workload or operational requirements.

Any Telecommuting arrangement may be discontinued, at any time, by Greene County or at the request of the employee.

Key Considerations:

Priorities & Essential Work

The County Administrator, after consultation with the appropriate Department Head, will evaluate the responsibilities and priorities of the position, considering constituency impact and feasibility of completing some or all duties remotely. It is likely that many employees either will not have enough work available remotely to fill their regular work day, or will have demands on their time, for example child care, that will make it impossible to work their full work day. In those cases, the employee should submit regular work hours for time actually worked and utilize other leave credit for the remaining hours.

Although telecommuting may provide some level of flexibility to an employee and ease demands of personal obligations (i.e. child care), the expectation is that employees will be as productive and committed to their work obligations as if they were physically in the office.

Technology

At a minimum, an employee needs a computer, internet, and phone access to work remotely. Greene County IT will not provide technical support for personally owned devices and equipment, other than instructions needed to set up remote access.

Systems that Greene County provides to the employee are Greene County property and may be recovered or discontinued at any time and at the sole discretion of Greene County. Employees that are provided system resources will be required to properly care for the resources received. Employees are required to adhere to all Greene County IT policies and procedures while using remote access capabilities. The Greene County Computer System and Phone and Fax System User Manual for Greene County Employees must be adhered to while working remotely. Additionally, employees are required to take the necessary steps to keep all systems used for remote access in a safe location and avoid any misuse. No one other than the Greene County employee is allowed to access Greene County data and documents or utilize Greene County systems.

The department of the remotely working employee(s) will be responsible to cover the cost of replacement of systems and resources that are lost or damaged.

Computer and Internet

To work remotely an internet connection is required. Employees will be required to go through the Greene County ConnectWise portal to access Greene County resources (virtual desktops, virtual applications and remote PC access). If the employee will be using their own personal equipment, then personally owned equipment will be required to have all current updates with current anti-virus systems installed (proof of same to be provided). It is imperative that IT security be maintained at all times.

Employees understand that it is strictly forbidden to download any Greene County data to a personal device. Employees understand and will not print any Greene County data to a personal printer, and this is strictly forbidden. This helps to ensure the integrity and confidentiality of the Greene County owned data. IT staff cannot work on personal equipment. If there is a problem with any Greene County IT supplied equipment, then the employee will be required to schedule an appointment to bring in the equipment for repair or replacement.

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

Employees are encouraged to contact the IT Department for any assistance for any Greene County system access needs.

Phone

To work remotely, an employee may also need to roll phone calls forward from their work phones to either a home phone or cell phone. IT can also forward or copy voice mails to email. IT will provide instructions on how to forward incoming calls.

Home Environment

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

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

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to Greene County personnel and clients/ customers by phone, email and/or telehealth
- Maintain strict confidentiality of Greene County and/or client information
- Adhere to all Greene County policies and procedures as if working from their regular office setting
- Not hold any in-person business meetings with internal or external clients, customers, or other employees at their residence
- Not conduct any unauthorized non-Greene County work during their remote Telecommuting work schedule

Employees who work remotely will be covered by Workers' Compensation for injuries arising out of or in the course of employment during their Telecommuting work schedule. The employee must report any job-related incident that occurs during work hours to their supervisor as soon as possible but no more than 24 hours after the incident; the employee must follow established procedures for reporting and filing a claim. The employer reserves their right for investigation of any claim filed as if it occurred on the employers' premises including but not limited to review of accident location, preventive measures and future risks.

Pay

All employees who work remotely during their Greene County work schedule will be paid for hours actually worked at their regular hourly rate of pay. Any hours not worked during the employee's regular work day will be charged to the employee's accruals. Vacation and holiday leave time or any time away from work must be approved in advance just as when working on-site in Greene County locations. Any sick time must also be recorded as when working on-site. Additionally, all leave without pay procedures are to be followed as when working on-site. Any overtime and comp time must be approved in advance by the employee's Supervisor or Department Head in accordance with department policy, County rules and/or collective bargaining agreement.

Remote Agreements & Expectations

A Telecommuting Agreement outlining duration and expectations must be signed by the employee, their Department Head and the County Administrator.

Time & Performance

Department Heads and/or Supervisors must identify and clearly outline to an employee a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

Any questions not covered by this policy should be addressed to the Greene County Human Resources Director.

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. PPE that may be needed can include:

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

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. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section, as they are pertinent to protecting the health and safety of our employees.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location: The Emergency Planner Coordinator and/or the Safety Officer with feedback from department heads will identify the proper PPE required to meet the needs of each department pursuant to job duties and work site 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 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 will be stored in a manner which will prevent degradation
 - b. Employees will have immediate access to PPE in the event of an emergency
 - c. The supply of PPE will be monitored to ensure integrity and to track usage rates

The Emergency Planner Coordinator and/or the Safety Officer, after meeting with department heads, will develop a list of PPE needed to operate each department. Department Heads will also create a Vendors list for PPE supplies for their department. Greene County Emergency Operations Center will serve as the backup to source PPE for departments. The Superintendent of Buildings and Grounds will procure and supply to departments any cleaning supplies. Department Heads will be responsible for their department's storage, inventory and access to PPE.

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 NYSDOH guidelines, we have established the following protocols:

- A. If employees 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 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 NYSDOH/Greene County Public Health guidance for the communicable disease in question.
 - a. As possible, these employees may be permitted to work remotely during this period of time if they are not symptomatic.
 - b. The employee will communicate with his/her supervisor or department head every day to ensure these protocols are being followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. NYSDOH guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain asymptomatic and additional precautions are taken to protect them, other employees and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee, 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 will be limited as much as possible
 - c. Work areas in which the subject employee is present will be disinfected according to current NYSDOH/Greene County Public Health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information
 - d. If at any time the employee exhibits symptoms, refer to item B below.
 - e. The employee will communicate with his/her supervisor or department head every day to ensure these protocols are being followed
- B. If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact Greene County Public Health or their physician and the Human Resources Department
 2. Employees who exhibit symptoms outside of work should notify their supervisor and the Human Resources Department and stay home, with a recommendation to contact Greene County Public Health or their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/Greene County Public Health guidance and have consulted with a healthcare provider.
 4. The employee will communicate with his/her supervisor or department head every day to ensure these protocols are being followed
- C. If an employee 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 will be closed off.
 - a. NYSDOH guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. NYSDOH/Greene County 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 exposures will be conducted.
 - a. If an employee is confirmed to have the disease in question, Greene County Public Health 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. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel
 4. The employee will communicate with his/her supervisor or department head every day to ensure these protocols are being followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow NYSDOH/Greene County Public Health recommendations and requirements.

Cleaning and Disinfection

NYSDOH/Greene County Public Health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees will clean their own workspaces once a day, or as needed
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected periodically throughout the day as directed by the Superintendent of Buildings & Grounds
 - b. Common areas will be cleaned by staff of the Buildings & Grounds department, with frequency determined by the Superintendent of Buildings & Grounds

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

Cleaning and Disinfecting – Locations Deemed as Healthcare Facilities

In addition to the routine cleaning noted above, the following precautions must be followed for all locations deemed as “Healthcare Facilities:”

1. Frequent-contact surfaces in examination rooms must be disinfected after every patient encounter
2. Frequent-contact office surfaces (such as tabletops door knobs, chair arms, clip boards, pens, etc.) must be disinfected between each patient
3. The office must be thoroughly cleaned at least daily as per NYS DOH Guidance
4. Sufficient hand sanitizer must be available throughout the facility, including in waiting areas, and be available for staff and clients

Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which Greene County is committed to reducing the burden on our employees.

Greene County will administer mandated employer paid leave pursuant to federal and/or state laws or regulations when an employee is unable to work due to isolation/quarantine and/or is experiencing symptoms and seeking a medical diagnosis. If no federal or state laws or regulations mandate employer paid leave, Greene County will defer to the sick leave policies of the employee’s respective collective bargaining agreement, or the Greene County Administrative Manual for those employees not covered by a bargaining unit.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and/or 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 Greene County, and as such are not provided with paid leave time by Greene County, 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 to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by Greene County to support contact tracing within the organization and may be shared with local public health officials.

Due to varying staffing levels, duties, interaction with clients, and need for off-site presence, each department has implemented their own unique system for documenting work hours, locations, and personal interactions for the purpose of contact tracing. Each department head is responsible for evaluating the effectiveness of the system in place on a regular basis.

Emergency Pandemic 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 that will help prevent the spread of the subject communicable disease. This will also serve to protect these and other employees from potential exposures, thus helping to ensure health and safety and the continuity of Greene County's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available Greene County will coordinate with the local chapter of the American Red Cross to help identify and arrange for these emergency housing needs. The County Administrator will be Greene County's point of contact with regard to any emergency housing needs that arise for essential employees. The provisions of emergency housing is intended to be on a temporary, as needed basis.