

# Town of Champion

## Health Emergency Plan

The following is an action plan for the Town of Champion to follow when deemed necessary to implement when dealing with health emergencies.

1. Levels of Actions
2. Personnel, Health Assessment and Education
3. Essential Services/Employees, remote working
4. Community Center/Tenants/Town Office
5. Resources
6. Costs
7. Vacation
8. Emergency housing
9. Whistle blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan

### **1. Levels of Actions**

The Town of Champion needs to develop a process to activated levels of response to declared public health emergencies. This will allow a coordinated effort and response by the Town of Champion. Determination of the level of action will be made by the Supervisor or Deputy Supervisor.

Level 1: Active monitoring:  
No cases in Jefferson County

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or through notices to Town residents, employees, and board member posted on Town website
- Continue to monitor communication with Jefferson County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff and board members
- Review and update emergency plans as necessary
- Limit gatherings based on established guidelines, conduct events remotely or postpone events.

Level 2: Containment  
Cases identified in Jefferson County

- Increase disinfection process at all Town of Champion facilities

- Develop contingency plans and review continued business operations
- Continue all Level 1 activities

### Level 3: Mitigation

Confirmed cases among employees or board members

- The affected building will close for 24 hours while local Department of Health investigates and sets forth a plan for further precautionary measures that the Town must take to limit exposure
- Potentially cancel all Town events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform deep cleaning of all areas
- Communications to Community and Employees

## 2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the Town of Champion. We encourage all to practice the following healthy behaviors:

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose and mouth
- Cover coughs and sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed.
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.

Prior to the work shift beginning each day highway employees shall have their temperature taken and recorded.

It may be necessary to document work hours and locations for each employee to support contact tracing efforts. The log/tracing system format shall be determined by the specific department.

Employees should notify their Supervisor and not report to work if they show symptoms of a virus, such as fever, cough, acute respiratory illness. The Town may require additional assessments to be taken, such as, but not limited to, testing, physician release order to return to work and/or isolation if it has been determined the employee has been infected or exposed to virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS, and Jefferson County Health.

The Town will maintain policies that permit employees to stay home to care for sick family members consistent with NYS guidelines.

The Town will pay all employees sick time for any declared public health emergency consistent with Federal and New York State guidelines. This will not be counted against the employee's sick time. This is per management's approval based on individual situations.

### **Education**

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with alcohol-based hand sanitizer that contains at least 60% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based sanitizers in the workplace. Ensure that adequate supplies are maintained. Place sanitizer in multiple locations to encourage hand hygiene.
- Advise employees before traveling to take certain steps:
  - Check CDC's Traveler's Health Notices and NYS for the latest guidance and testing requirements for each state or country to which they will travel.
  - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
  - For personal travel outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consular officer can help locate healthcare services.

Remote working: The Town will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to employee handbook for use of Town owned equipment). The Supervisor will determine schedules for departments/employees working remotely, as necessary.

### **3. Essential Services for the Town of Champion**

The Town has identified essential/non-essential workers and essential services that we will maintain during a public health emergency. All non-essential and some essential employees can work from home via telephone and/or internet. However, the Supervisor may allow staggered work schedules for the Highway Department, Municipal Office and Zoning Enforcement to limit the number of employees in direct contact.

**Essential services are:**

Office:

- Communications to Town residents, agencies, Town Board, staff
- Answer phones and emails
- Receive payment of bills
- Taxes, water billing
- Payroll
- Vouchers
- Budget preparation
- Cleaning and disinfection of Town facilities

Zoning Enforcement:

- Issuance of permits
- Zoning violations/emergencies

Highway Department:

- Roadside garbage removal/transfer site operations
- Town owned property maintenance and public safety issues involving facilities and roads

Water/Sewer operations:

The Development Authority of the North Country are responsible, as per executed contracts for:

- Water leaks
- Sewer blockages
- Lift station issues
- Water sampling
- Lift station maintenance

**Essential employees identified:**

All highway employees  
Town Supervisor  
Town Clerk  
Town Finance Officer  
Zoning Enforcement Officer  
Deputy Town Clerk  
Custodial Staff

**Non-essential identified (to work remotely and on site when appropriate):**

Assessor  
Town Justice  
Town Attorney  
Justice Clerk  
Town Board members

Planning Board members  
Board of Assessment Review members

#### **4. Modify Town Office/Park/Champion Station**

The Town will evaluate the necessary operations of the Town facilities periodically based on issued NYS and Jefferson County guidelines.

#### **5. Resources**

- Center for Disease Control and Prevention (CDC)
- Jefferson County Department of Health

#### **6. Costs**

The Town of Champion will track costs throughout the health emergency (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

#### **7. Vacation:**

Employees will follow the State guidelines for traveling and adhere by the established guidelines/orders.

#### **8. Emergency housing:**

Jefferson County will be notified if emergency housing is needed for home isolation.

#### **9. Whistleblower:**

NYS and Jefferson County provide a procedure to file complaints and report violations for non-compliance with established guidelines/orders.

#### **10. Personal protective equipment:**

The Town will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Town will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Departments may vary from what is required based on the nature of the work being performed.

#### **11. Public meetings:**

The Town will follow the Governor's guidelines on public meetings. The Town if possible, will offer in person meetings with social distancing. Zoom meetings will be offered when in person meetings are not possible.

#### **12. De-escalation of the Action Plan:**

Local conditions will influence the decisions that public health officials make regarding community level strategies. The Town needs to remain in contact with NYS Department of Health and the Jefferson County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.

*This policy does not replace any language in the Town of Champion Employee Handbook or the Articles of Agreement between the Town and Teamsters Local 687.*