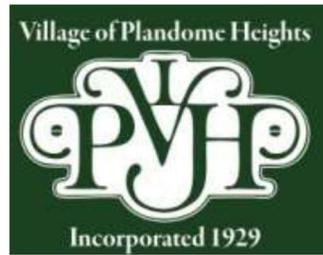


# **Plandome Heights Pandemic Operations Plan**

**A subset/integral part of our  
Comprehensive Emergency Management Plan (“CEMP”)**

**June 2020**



## **Plandome Heights Pandemic Operations Plan June 2020**

**Purpose** – The purpose of this document is to memorialize the Local Government Pandemic Operating Plan for the Village of Plandome Heights so that all stakeholders, employees, contractors, volunteers, residents, visitors and others can be aware of the procedures and processes that we have in place to govern the activities and the People, Places and Processes of the Village of Plandome Heights (“VPH”).

### **Baseline Information** –

In order to understand the Plan, an understanding of certain “**baseline**” information is required.

**NY State “Pause”** – According to the New York Conference of Mayors (“NYCOM”), since March 7, 2020, residents of New York State have been living and working under a series of Executive Orders, known collectively as “**NY on Pause**” which were issued by Governor Cuomo to address the community contact transmission of the novel Coronavirus or COVID-19. Communities throughout the State have been successful in changing the trajectory of COVID-19 infections, and on May 14, 2020 Governor Cuomo began to ease some of the previously ordered restrictions. Known as, “**New York Forward**,” the State’s reopening program implements a system in which different industries and activities are phased back into the economy and society. Consequently, local governments are repositioning themselves to resume regular government operations while adhering to new procedures intended to mitigate the risk of COVID transmission.

According to NYCOM, “unfortunately, it is unclear where local governments fit in the New York Forward program.”

**Essential functions and personnel to support them** – NYCOM defines essential vs. nonessential functions and personnel as follows”

“Essential public functions include those operations deemed necessary for the functioning of the local government *as determined by the local government itself*. Examples of essential public functions include, but are not necessarily limited to, the city council and village board of trustees, .....sidewalk maintenance and repair.....public works personnel necessary to maintain municipal property, zoning boards of appeals, planning boards, architectural review boards and any other agency that issues permits or approvals, and any other local government staff necessary to protect the public’s health, safety, and welfare. In addition, the staff necessary to support those operations and to continue the functioning of the local government, including human resources, payroll, and accounting personnel are also considered essential.”

In the Village of Plandome Heights, **all of our personnel**, Clerk-Treasurer, Deputy Clerk, Building Inspector and Special Projects Assistant, **are, by definition, personnel performing essential functions.**

**Phases of Reopening by NY State** – New York State has, since its Pause Order on March 17, 2020 established “Phases” of reopening, by region of the State, based on quantitative metrics on the local effects of the novel Coronavirus. Each Phase defines the activities which are permitted to “reopen.” Additionally, each Phase is accompanied by additional requirements about “permitted gatherings” and other metrics. In Phase I, no gatherings of non-essential functions were permitted. In Phase II gatherings of up to 10 persons are permitted and, in certain circumstances, more are permitted (worship services and such under specific circumstances).

**Phase I**

- Construction
- Agriculture, Forestry, Fishing and Hunting
- Retail - (Limited to curbside or in-store pickup or drop off)
- Manufacturing

**Phase II**

- Offices
- Real estate
- In-store retail
- Vehicle sales, leases and rentals,
- Retail rental, repair and cleaning
- Building management
- Hair salons and barbershops
- Outdoor and take out dining.

**Phase III**

- Food services
- Personal care

Each of these opening Phases are accompanied by pages of detail guidance for market participants as well as gathering and other restrictions (for example, 25% occupancy, 50% occupancy, etc.).

**VILLAGE OF PLANDOME HEIGHTS PANDEMIC OPERATIONS PLAN –**

Since the **NY on Pause** order, the Village has been implementing measures and adapting to changing guidance throughout Phase I. During Phase I the Village quickly adopted social distancing, providing and wearing face masks, restricting access to Village Hall, implementing “remote working” to the extent possible and other measures. In planning for Phase II, which is now effective June 7, 2020, we have been planning for and adopting additional practices and procedures. Then, on or about June 8, 2020, NYCOM issued its guidance for municipalities and conducted a two-hour webinar for municipal officials (which the Clerk-Treasurer and Mayor attended). NYCOM urges that municipalities with less resource/ability to address all the recommendations, i.e. small municipalities like ours, should adopt “Best Practices” representing those practices that would be most effective in the unique circumstances of that small municipality environment.

A summary of the “Best Practices” of our plan, using the protocol of **PEOPLE, PLACES, PROCESSES** of NYCOM is as follows:

## PEOPLE:

- Village personnel will **not** report to Village Hall if they have (a) a **temperature over 100° f** or if they have **symptoms of COVID-19**. With our small number of personnel, this is a personal responsibility.
- Village employees, contractors and volunteers **will sign a representation** to the effect **that each time they cross the threshold of Village Hall they re-represent that they are free of COVID-19 indicators** as shown in Appendix – A Representation of Persons Regularly Entering Village Hall.
- Village personnel will “**social distance**” when in Village Hall (see also below).
- Village personnel will wear **face masks** (which the Village will provide, or otherwise) when they are in Village Hall and their work requires that they not social distance.
- Until further notice, **Village personnel** who can do so with appropriate controls and approvals, **will work remotely to a certain extent**. Village personnel with high need for contact with residents, phone maintenance and processing critical paperwork, will have **less opportunity to work remotely** and therefore must rely on social distancing, disinfecting their workspace and using face masks provided.
- To the extent practical and desirable, our Village personnel may arrange “**staggered schedules**” to minimize contact that they view as unnecessary and continue a high level of service to residents. It is understood and agreed that contact between personnel in performance of their duties to serve residents may be desirable and appropriate. Social distancing and use of face masks can be an effective the bridge.
- If a worker tests positive for COVID-19, we will consider our obligations to notify state and local health officials and cooperate with contact tracing efforts while maintaining the confidentiality required by law.

## PLACES:

- The Village provides **signage**, outside and inside Village Hall, to restrict entry by Visitors with any symptoms and to require face masks and social distancing,
- The “**Service Desk**” at Village Hall, a primary point of contact with residents, contractors and other stakeholders, will be protected with a 4’ wide, 30” high, **Carbonite barrier** to protect our personnel.
- **Meetings of our Trustees and various Boards, will necessarily be restricted** from occurring in Village Hall due to **gathering restrictions** that exist at the time of this writing and will continue to be **held electronically or by videoconference**, subject to the Executive Order guidance for such meetings, such as recording. Such guidance is likely to evolve and our Plan will evolve with the guidance.
- The liberal use of **Hand Sanitizer** by personnel and visitors is encouraged. We have multiple hand sanitizer stations and 4 gallons of hand sanitizer.
- Our single-use, unisex bathroom, for use of our personnel only, will be provisioned with **antibacterial hand soap** as well as **hand sanitizer**.
- **Access is restricted** to Village Hall in various manners including: a **door buzzer** coupled with an **intercom system**, a “**drop box/pickup box**” to avoid “touch” for routine materials like tax payments, building applications, project plans and the like.

- Village Hall will be **cleaned thoroughly** at least every other week. We do not see a benefit for or need in keeping a maintenance log as this activity will be actively managed by the responsible employees in Village Hall who benefit from the activity.
- Village personnel will be personally responsible to “**wiping down surfaces**” with disinfectant wipes provided by the Village each day or as they deem necessary for the protection of their own work spaces.
- Village personnel will be responsible using **spray disinfectant** in their work areas as they deem appropriate and for Village Hall in general once-a-week or more often if there are visitors.
- The Village will **maintain a supply** of face masks, antibacterial wipes, spray disinfectant, hand sanitizer and antibacterial soap for use in Village Hall; the staff will ensure such supply is maintained and will attempt to establish reliable sources of resupply of such items at appropriate grade for our environment.
- **If** there is an incidence of COVID-19 in Village Hall we will bring in an appropriate contractor to perform an appropriate thorough cleaning of the facility.

### **PROCESSES:**

- **Meetings of our Trustees and various Boards, will necessarily be restricted** from occurring in Village Hall due to **gathering restrictions** that exist at the time of this writing and will continue to be **held electronically or by videoconference**, subject to the Executive Order guidance for such meetings, such as recording. Our Plan will evolve as the guidance evolves over time.
- Common workspaces will be **wiped down by Village personnel** with disinfectant wipes each time after use.
- **Visitors**, other than drop off, pick up or minor engagements, **will fill out a questionnaire** to determine whether they have symptoms of COVID-19 or have risk factors for COVID-19. The **Deputy Clerk will maintain a log** of such information for **contact tracing purposes**.
- A **Visitors Log will be maintained by the Deputy Clerk** or other available persons for all visitors other than drop off, pick up or minor engagements.

It is our judgment that the above procedures for **People, Places and Processes**, which may be amended or revised at any time, represent current “**Best Practices**” that a municipality of our small size and scope can rely on to provide effective protection for our stakeholders. This was derived from the guidance from NYCOM – June 8, 2020 – Local Government Pandemic Operations Plan, which is not repeated here.

### **Future warnings –**

It is noted that the information on this Pandemic Operating Plan is not static; it is evolving and constantly changing. As such, **our plans and processes will evolve** as best practices evolve. Further, we specifically acknowledge that the progress to permit the Phase II reopening is largely the result of the use of face masks, social distancing, reduction of gatherings, and working remotely, among other measures. These measures need to be continued in order to continue the mitigation of the virus. Failure to do so, as we currently understand it, is believed to be likely to result in new outbreaks of the virus with the possible need for future lockdowns.

In addition, it is currently viewed by experts as likely that the situation with COVID-19 may take a turn for the worse in the **Fall of 2020** after the warm sun of the summer months subsides. This is what happened in the 1918 flu pandemic with the result that even greater damage was sustained in the “second

wave” than in the first wave. So, our Village will continue to **maintain its vigilance** and maintain its best practices, as we currently understand them and as they evolve with new knowledge, as the pandemic runs its course and until there is a safe and effective vaccine, treatment or other solution.

### **Justice Court Operations –**

The Village Justice Court operations are under the jurisdiction of the NYS Unified Court System which has and will continue to issue its own guidelines for Courts, including ours, to follow.

As such this Plan does not address Court operations.

**APPENDIX A**  
**Representation of Persons Regularly Entering Village Hall.**



## COVID-19 Due Diligence

**Village of Plandome Heights – Personnel – Responsibility to Others**

In lieu of intrusive daily temperature checks, our policy is to require that all of our personnel (employees, contractors and volunteers) take personal responsibility for not coming to Village Hall if they have any indication of conditions associated with COVID-19 such as those listed below in the COVID-19 “screening” questions.

As such, by signing below, I, as an employee, contractor or volunteer of the Inc. Village of Plandome Heights agree that before I present myself for work at Village Hall I will personally review the factors below and re-represent, each time I enter Village Hall, that I am free of such conditions.

Responsible Party	Date
+++++	
Please circle <b>YES</b> or <b>NO</b> to the following questions:	
Are you currently awaiting the results of a COVID-19 test?	<b>YES</b> <b>NO</b>
Do you have a fever?	<b>YES</b> <b>NO</b>
Do you have any shortness of breath?	<b>YES</b> <b>NO</b>
Do you have a dry cough?	<b>YES</b> <b>NO</b>
Do you have a runny nose?	<b>YES</b> <b>NO</b>
Do you have a sore throat?	<b>YES</b> <b>NO</b>
Do you have sneezing, watery eyes, and/or sinus pain/pressure that is unusual and not related to seasonal allergies?	<b>YES</b> <b>NO</b>
Have you experienced headaches, fatigue, or weakness?	<b>YES</b> <b>NO</b>
Have you lost your sense of taste and/or smell?	<b>YES</b> <b>NO</b>
Within the last 14 days, have you travelled to any foreign country?	<b>YES</b> <b>NO</b>
If so, where? _____	
Within the last 14 days, have you travelled within the US?	<b>YES</b> <b>NO</b>
If so, where? _____	
Within the last 14 days, have you traveled by air?	<b>YES</b> <b>NO</b>