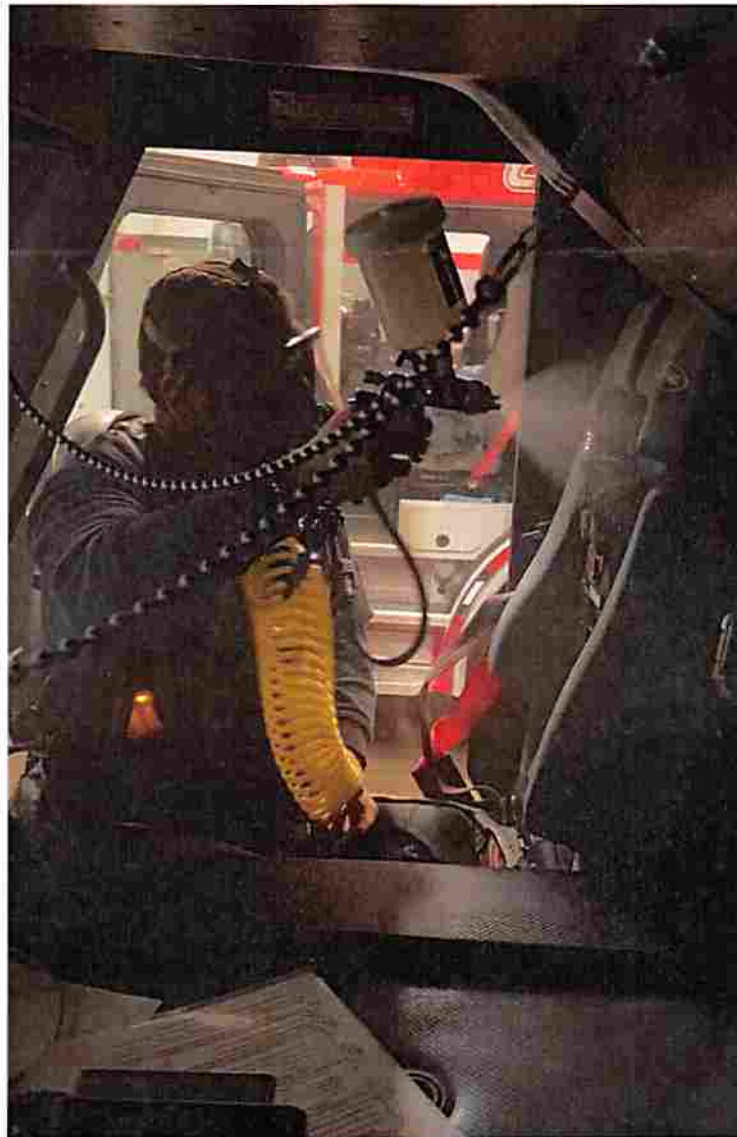




City of Batavia



Pandemic Emergency Operations Plan

April 1, 2021



City of Batavia Pandemic Operations Plan

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This plan has been developed in accordance with the New York State legislation S8617B/A10832



City of Batavia Pandemic Operations Plan

1. Introduction

On Labor Day, the Governor signed the "Pandemic Operations Plan" legislation into law (Chapter 168 of the Laws of 2020).

This new law requires public employers to develop a plan for operations in the event of a declared public health emergency involving a communicable disease. This plan was presented to the following City of Batavia Unions and Non-Union on February 02, 2021 for review.

- AFSCME
- CSEA
- IAFF
- PBA

In addition the Department of Labor will create an online portal for public employees to report violations of health and safety rules for communicable diseases.

No provision of this plan is intended to impede, infringe, diminish or impair the rights of the City of Batavia 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 relationships.

This plan has been approved in accordance with the requirements applicable to the City of Batavia as represented by the signature of the authorized individual below.

As the authorized individual of the City of Batavia, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amended the 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 or part B of Chapter 56 of the laws of 2016), as applicable to address public health emergency planning requirements.

Signed on this day:

March 30, 2021

By (Signature):

Rachael J. Tabetski

Title:

City Manager

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2. Executive Summary

A communicable disease is any disease that passes between people or animals. People sometimes refer to communicable diseases as “infectious” or “**transmissible**” diseases. Pathogens, including bacteria, **viruses**, fungi, and protists, cause communicable diseases.

In 2020 the world was hit with COVID-19. In New York the first COVID-19 case was confirmed on March 1, 2020. As cases spread tens of millions of people were isolated in their homes for months. The economy came to a halt with businesses and schools shutting down across both New York and the United States.

On March 17, 2020 and thereafter, the City complied with New York State Governor Andrew Cuomo’s Executive Order to reduce our in person workforce and to create work from home opportunities for many administrative employees.

- The City shut down access to all City facilities to the public.
- Departments moved to rotating split shifts to minimize contact between employees.
- Cleaning protocols were enhanced
- Communication efforts to employees were enhanced
- Drafted and implemented department specific safety plans
- Reopening plan drafted and communicated to all staff (phased)

The City’s pandemic-related activities and response to Executive Order requirements will form a baseline for the City’s response to any future pandemic or public health crisis.

Communication

The City Manager holds the authority to execute and direct the implementation of this plan. Upon determination that it is necessary to implement this plan, all employees and contractors of the City of Batavia shall be notified and details provided as necessary and appropriate. Additional updates to these groups will be provided on a regular basis. Internal communications with City employees will take place through a variety of means, including email, teleconferencing, video and bulletins. The City Manager’s office will maintain communication with the public and constituents as needed throughout the implementation of this plan.

Assumptions and Parameters of this Plan

The City has prepared this plan as an overall guide to assist in the response to a pandemic/public health emergency, while recognizing that this plan cannot account for all the different types of pandemic emergencies that a City could face.

This plan is based on the premise that the City of Batavia will continue to operate and provide services to the residents of Batavia during a pandemic emergency while keeping the health and safety of our employees and residents at the forefront.

Department Specific Pandemic Policies and Procedures

This plan has been developed in accordance with the New York State legislation S8617B/A10832



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Each Department in the City of Batavia maintains specific policies and procedures related to a pandemic/health crisis, and these will be modified and updated by Department Heads as needed during an emergency.

3. Record of Plan Changes

Date of Change	Description of Change	Implemented by

4. Comprehensive Emergency Management Plan (CEMP)

Comprehensive Emergency Management Plan (CEMP)

In pandemic situations, the City of Batavia Manager will refer to the City of Batavia Comprehensive Emergency Management Plan (CEMP). The CEMP will guide the City's response to a pandemic to encompass Mitigation, Preparedness, Responses, and Recovery.

The CEMP represents a legal document, which provides the framework and guidance for all emergency preparedness, response, and recovery activities associated with the City. Standard Operating Guidelines (SOG) support the CEMP and provide assistance and direction in implementing the necessary action or procedures.

This plan will become a component in the CEMP. In addition, the City is working towards having more staff trained on the Incident Command System (ICS) and National Incident Management

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System (NIMS). Updating and re-adopting the City's CEMP is an objective in the City's Strategic Plan.

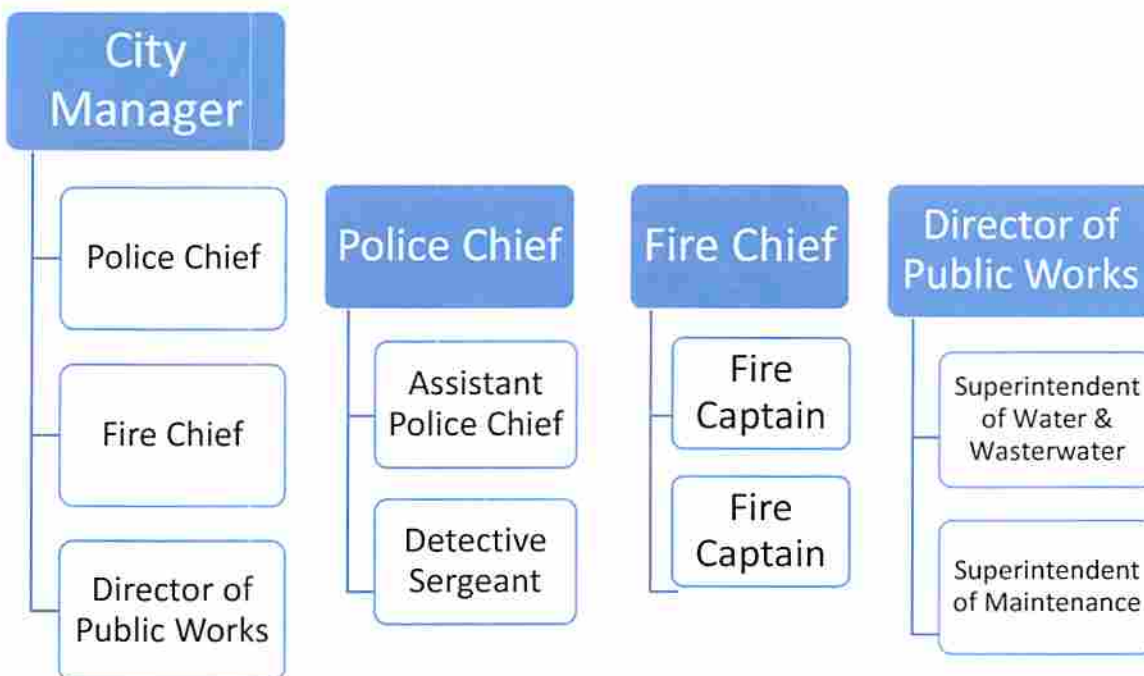
The City Manager should refer to the CEMP for the following:

1. Declaring an Emergency
2. Issuing Local Emergency Evacuation and Sheltering Orders
3. Emergency Operation Center
4. Roles and Responsibilities
5. Emergency Planning Committee
6. Continuity of Government/Operations
7. Hazard Vulnerability Analysis
8. Recovery

5. Succession Planning

Succession Plan

The following is representative of the succession plan for the City Manager position in the event of infection due to the COVID-19 virus or other pandemic/public health related emergency. Assignments are subject to change given the circumstances in each Department at the time of the emergency.



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6. Defining Essential Employees

Essential Employees

As all emergencies and pandemics can vary in the scale, scope and intensity, Department Heads will submit lists of essential and non-essential employees/contractors at the onset of a pandemic to the City Manager for consideration. Communication with employees will be maintained as to their designation of essential/non-essential.

NYS legislation S8617B/A/10832 defines an essential employee as needing to be physically present at a work site to perform his or her job and performing work that is necessary for continued operations during a communicable disease outbreak.

As the City of Batavia provides services such as public safety, sewer, water, wastewater and road maintenance, the vast majority of City employees will be deemed essential in all public health scenarios.

7. Protocols for Essential & Non-Essential Employees

The following rules and regulations were implemented during the COVID-19 Pandemic and would act as guideline for protocols during any public health emergency. Each department and facility within the City will have his or her own safety rules and regulations.

Spacing:

Employees in all departments must remain 6 ft. apart from each other and the public, as practicable. This is to include workstations, common areas, meetings, and while doing their job function. When employees cannot distance they shall wear acceptable face coverings.

Signs & Communication:

Signs shall be posted in all public and common areas to remind employees and visitors of the CDC guidelines and the workplace safety protocols.

Protective Equipment:

Members of the public will be required to wear face masks or other PPE in all City facilities. Masks have been provided to the employees to utilize when appropriate distancing is not an option.

Hygiene & Cleaning:

Employees are reminded to wash and/or sanitize often and to stay home when sick. Hand washing stations and hand sanitizer is available at all City facilities. Deep cleaning of facilities will continue per existing schedules.

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Employee Health Screening Attestation:

Employees will need to sign an Attestation Log for mandatory pre-workday health screening. Some departments may choose to add on-site temperature check screening for all employees upon arrival at the job site.

Remote Working Environment:

The City Manager will allow teleworking in positions, where the function of the job permits it and where Department Heads submit comprehensive plans for telework.

Laptops and VPN access will be granted to employees who are approved to telework. Employees working remotely need to ensure a private secured internet connection and should never access the City's network on a public unsecured network.

Individual desk phones can be forwarded to cell phones and employees may be eligible for reimbursement of personal cell phone usage.

8. Staggered Work Shifts

Implementing staggered work shifts may be possible for personnel performing duties, which are necessary to be performed on-site but perhaps less sensitive to being accomplished only with core business hours.

Department Heads will identify opportunities for staff to work outside of core business hours or to stagger shifts and present a plan to the City Manager. The City Manager and the Department Head will finalize any staggered shift requests through written memos, memorandums of understanding with the appropriate collective bargaining unit if applicable.

9. Procurement/Distribution of Personal Protective Equipment (PPE)

The novel Coronavirus Disease 2019 (COVID-19) and its rapid emergence as a pandemic have highlighted the importance of the procurement and distribution of personal protective equipment (PPE). PPE refers to worn articles or equipment that help minimize exposure to various hazards, including infectious pathogens.

The use of PPE to reduce the spread of infectious disease is important to support the health and safety of employees. The City will maintain a sufficient quantity of important supplies and personal protective equipment (PPE) during a pandemic to maintain public safety of its employees. The Fire Chief/Emergency Manager or his/her designee will coordinate the supply and restocking of PPE.

Supply chains can become disrupted in a pandemic, so all City departments and facility locations are encouraged to procure and store the following critical supplies in inventory during the pandemic.

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- Hand soap
- Hand sanitizer
- Face coverings (cloth, surgical, N95, visor)
- Eye protection (glasses, visor)
- Disposable gloves
- Gowns (disposable, reusable)
- Disinfectant spray and wipes
- Protective hearing devices
- Respirators
- Hazard hats

The Fire Chief/Emergency Manager or his/her designee plays a critical role in the procurement and dissemination of PPE during a pandemic/public health crisis.

- Maintain a list of potential supply vendor for PPE, cleaning products and equipment for the City.
- Maintain a list of State bids that can be used to purchase PPE.
- Act as a liaison to all City departments in the securing and distribution of PPE as needed.
- Communicate with Genesee County Office of Emergency Management for distribution of County and State sponsored supplies.
- Make purchases of PPE, keep all receipts and records.
- Request an account line for emergency equipment/supplies from the Finance Bureau.

Protocols will be followed to identify necessary quantities of PPE per shift per employee by department and facility location.

The inventory of listed supplies and PPE will be evaluated on a bi-monthly basis by the Fire Chief/Emergency Manager or his/her designee who procure supplies based upon inventory levels/need.

The Fire Chief/Emergency Manager or his/her designee will coordinate the issuance of PPE to any City department in need. However, in the event of location specific PPE, the respective Department Head will coordinate the procurement.

10. Workplace Exposure and Positive Cases

Reporting of cases of communicable disease is important in the planning and evaluation of disease prevention and control programs, in the assurance of appropriate medical therapy, and in the detection of common-source outbreaks.

Protocols will be established for the workplace exposures and positive case identification in the workplace. These protocols will adhere to CDC, New York State Department of Health and Genesee County Department of Health guidelines and best practices.

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Protocols will be dependent on nature and scope of communicable disease, but broad protocols are listed below.

The Goal of the City in any situation that involves a communicable disease is to reduce the risk of exposure and potential transmission. The City will:

- **Notify Human Resource Specialist** immediately that a communicable disease risk may exist in order to limit additional exposure by the employee or supervisor.
 - The Human Resources Specialist will confirm the source and verify the information.
 - The City may require testing or medical exam/health certification to confirm the illness.
 - The Human Resource Specialist will confer with the City Manager and Department Head to understand and evaluate the risk and to cull resources.
- **Identify the scope of the risk.** The City of Batavia will take all necessary steps to understand the illness to respond appropriately. The particular facts regarding the contagion include how the disease is transmitted, probability of transmission and complications, level of severity, and duration of risk. To obtain information and medical expertise, employers can contact the Centers for Disease Control and Prevention (CDC), OSHA, state and local health departments, and employer resources such as in-house or contracted medical care facilities and the American Public Health Association publication Control of Communicable Diseases Manual.
- **Determine employer response**, for example:
 - Communicating with potentially affected employees of an infection
 - Limit in person interaction
 - Cleaning and disinfecting
 - Require masking and PPE
 - Require daily health screenings
- **Notify employees of disease risk.** All employees have a reasonable expectation to privacy of all medical information and any leaves of absence or accommodations they receive. The City of Batavia will not provide names of those infected or whether anyone is on leave or is receiving any ADA accommodations. Concern and compassion for those infected or in fear of being infected is the best course of action. Employees will be concerned for their own health as well as for the health of their own families.
- **Determine Disease Management Benefits.** In accordance with applicable State and Federal law, the City of Batavia will determine what disease management benefits they can provide and inform employees on an individual case-by-case basis. For example
 - Free screening/ disease testing
 - Telecommute options
 - Administer benefits appropriately

Screening Protocol

In the Case of COVID-19 the City of Batavia adopted the following screening protocol to reduce the risk and exposure of the disease.

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Non Quarantined Employees

- Employees that cannot attest to screening, or call in sick, with COVID-19 symptoms (above your normal baseline) will be advised to contact their Primary Care Physician (PCP) and be sent home. That employee cannot return to work until such time that they are asymptomatic. If their PCP sends them for a COVID-19 test, then they cannot return to work until they receive a negative test result.
- If they are out for more than three days they are required to bring in a doctor's note excusing them from work, in accordance to the Collective Bargaining Agreement (CBA).
- If an employee refuses to be screened, they will be sent home immediately.

Mandatory Quarantined Employees

- If an employee is deemed essential, they shall report to work as long as they can attest to having no symptoms of COVID-19.
- If an employee is deemed essential and shows symptoms they.
 - Need to stay home from work.
 - Leave work immediately.
 - Cannot report to work until they are released from quarantine by Genesee County Health department/NYS Department of Health.
- All mandatory quarantined orders need to be provided to the Human Resources Department.

Mandatory Isolation Employees (Tested Positive to COVID -19)

- If an employee tests positive for COVID-19 they cannot return to work until cleared by Genesee County Health Department/NYS Department of Health.
- All Mandatory Isolation orders need to be provided to the Human Resources Department.

*All workplace safety protocols will continue to be adhered to.

Communication Considerations

Careful consideration will be given when communicating (internal, external, notification to families, or the public) the exposure to a communicable disease. The City Manager may consult with the City Attorney and public relations experts to ensure proper communication with City residents and businesses.

11. Employee Leave

Pandemics and public health crisis are unpredictable and fluid situations that will affect all City employees and their families differently. The City is committed to supporting employees through a public health crisis and reducing burdens where possible.

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City of Batavia employees are afforded accrual time in accordance with their collective bargaining agreement and longevity. The City Manager will work with the Human Resource Specialist to analyze and apply New York State and Federal executive orders and to comply with any additional leave requirements.

12. Work location, Supervisors and Hours

Location	Address	Phone	Title	Hours of Operation
City Hall - City Manager Office	One Batavia City Centre	585-345-6330	City Manager	M-F 8:30 a.m. to 4:30 p.m.
City Hall - DPW Office	One Batavia City Centre	585-345-6325	Director of Public Works	M-F 8:30 a.m. to 4:30 p.m.
City Hall - Clerks Office	One Batavia City Centre	585-345-6305	City Clerk	M-F 8:30 a.m. to 4:30 p.m.
Water & Wastewater	One Batavia City Centre	585-345-6325	Superintendent of Water & Wastewater	M-F 8:30 a.m. to 4:30 p.m.
Bureau of Maintenance	147 Walnut Street	585-345-6401	Superintendent of Bureau of Maintenance	M-F 7:00 a.m. to 3:30 p.m.
Bureau of Water	480 Lehigh Avenue	585-345-6315	Chief Water Plant Operator	24 Hours a day / 365 days a year
Bureau of Sewer	5 Treadeasy Avenue	585-345-6315	Chief Wastewater Plant Operator	7 Days a week 7:00 a.m. - 3:30 p.m.
Fire Department	18 Evans Street	585-345-6375	Fire Chief	24 hours / 7 days a week / 365 days a year
Police Department	10 West Main Street	585-345-6444	Police Chief	24 hours a day / 7 days a week / 365 days a year
Youth Bureau	114 Liberty Street	585-345-6330	Youth Director	M-F 2:30 pm-6:00pm M-F 1:00 pm-6:00 pm Summer/School breaks

13. Protocol for Emergency Housing

The City of Batavia will work closely with Genesee County Officials (Manager, Department of Health, EMS) to collaborate on emergency housing for employees in the case of a pandemic. Multiple lodging options are available in Batavia and the City would utilize local hotels in cases of emergency or to protect a particular group of staff from infection so they can continue to keep the City operational.

- Emergency housing can be utilized to keep employees in the City during the emergency pandemic/on call situation.
- Emergency housing can be utilized to isolate a particular group of employees to reduce the potential for infection and keep the City operational (for example isolating the employees of the Water Treatment Plant until the health emergency is over).

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