

VILLAGE OF WEST HAVERSTRAW
COVID-19 SAFETY PLAN
(July 2020)

In response to the COVID-19 pandemic, and in adherence to the Governor's various and applicable Executive Orders, the Village of West Haverstraw has implemented temporary emergency measures which limit and/or modify Village operations for the health, safety, and welfare of the public and Village employees. In this regard, the Village needs the cooperation of our employees to advance this objective.

The purpose of this plan of operations is to provide guidance and to establish modified processes and procedures in response to COVID-19 and the Governor's orders, and in furtherance of the Village's continued seamless and effective operations and customer services.

In view of the relatively small administrative and operational staff size, all Village employees are deemed to be essential in nature, and, at the present time, required to perform their work responsibilities on site, rather than remotely, unless otherwise instructed.

I. EMPLOYEES, VISITORS, AND PUBLIC INTERACTIONS

All Village employees are required to comply with the social distancing guidance developed by the CDC and NYS Department of Health and to ensure that those with whom they interact during the work day comply as well. In furtherance of this requirement, the following practices shall be implemented.

A. Physical Distancing. To ensure employees comply with physical distancing requirements, the Village shall do the following:

1. Ensure six feet (6') distance between employees, unless safety or core function of the work activities requires shorter distance. Any time employees are less than six feet (6') apart from one another, employees must wear acceptable face coverings.
2. Tightly confined spaces will be occupied by only one individual at a time.
3. Kitchens, coffee areas, bathrooms, DPW break/locker rooms, applicable small office spaces precluding six feet (6') distance, and vehicles – other than fire and trash pickup vehicles -- will all be for single occupancy use.
4. Wherever individuals may be required to wait, six feet (6') or greater shall be maintained. These areas include, but are not limited to, outside of bathrooms, copy machines, water cooler, kitchen and coffee areas, health screening areas, and wherever the public is lined or queued (such as at windows or counters).

products (when soap and water is not readily available) for use by both employees and the visiting public

In addition to regular daily cleaning by custodial staff, or persons otherwise assigned, employees are required to frequently sanitize high touch areas, such as counters, door handles, telephones, copiers etc. frequently throughout the work day.

II. PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment as recommended by the Governor's Executive orders and CDC and NYS Health Department Guidance shall be required of all Village employees and, to the extent possible, of all visitors to Village facilities. In order to aid in compliance the Village shall provide and/or require as follows:

A. Personal Protective Equipment (PPE). To ensure employees comply with protective equipment requirements, the following shall be made available by the Village:

1. **Hand sanitizing products.** The Village shall locate appropriately throughout its buildings hand sanitizing products for use by both employees and the visiting public.
2. **Face coverings.** The Village will provide employees and visitors with an acceptable face covering at no-cost and have an adequate supply of replacement face coverings.

Guidelines for Use. Employees and visitors will abide by the following guidelines related to face coverings:

- i. A new disposable face covering is to be worn daily, and reusable face coverings will be cleaned daily by employees according to the instructions which accompanied the face coverings;
- ii. Face coverings shall be worn in common areas and when traveling around Village facilities, including but not limited to hallways and lobbies;
- iii. Face coverings may not be shared;
- iv. Employees and visitors can choose to wear their own face coverings;
- v. Face coverings must cover the individual's nose and mouth; and
- vi. Soiled face coverings shall be disposed of in the trash receptacle adjacent to

- Always wash hands after touching high contact areas/items.
- ii. Avoid directly touching "high contact areas" when possible, such as doors, buttons, and handles. Either use paper towels or take other means to avoid direct contact, or be sure to wash your hands with soap and water or use the hand sanitizer after touching high contact areas.
 - iii. Practice social distancing of 6 feet from others at all times in the workplace, which includes in Village buildings and in the field, and wear a face covering and other necessary PPE when social distancing cannot be maintained.
 - iv. Avoid touching your eyes, nose and mouth, especially with unwashed hands.
 - v. Sneeze or cough into a tissue, or your elbow if a tissue is not available.
 - vi. Avoid shaking hands.
 - vii. Do not share food.
 - viii. Disinfect individual work areas and devices frequently throughout the day with disinfectant wipes or spray. This includes, but is not limited to, telephone, computer, computer mouse, desk, armrest, countertop, cellphone, laptop, and work vehicles.
 - ix. Employees shall wipe down high touch items in bathrooms, such as faucet, light switches and handles before and after each use. Bathrooms shall be supplied with disinfectant wipes and spray.
 - x. The Village reserves the right to engage in any other preventative measures, including, but not limited to, assessing employees who report to the workplace for COVID-19 throughout the workday (including, but not limited to, temperature checks), and sending employees home who appear to have symptoms of COVID-19.

2. **Cleaning and Disinfecting.**

- i. The Village will adhere to hygiene and sanitation requirements from the Center of Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs at each of the Village sites that documents the date, time and scope of cleaning.

computer, phone, desk, and Village vehicle) daily. The Village will supply the cleaning products; and

- f. Village vehicles cars shall be cleaned between shifts by the occupants.

B. Communication. To ensure compliance with communication requirements, the Village shall:

- 1. **Post signage** in Village facilities related to COVID-19 protocols throughout Village facilities to remind employees and visitors to adhere to proper hygiene, social distancing, appropriate use of PPE, and cleaning and disinfecting protocols. Some of the places this signage will be posted are:

- i. Entrances
- ii. Counters
- iii. Bathrooms
- iv. Breakrooms/Lunchrooms
- v. Coffee /sink area
- vi. Board room
- vii. Community Center

- 2. Provide updated information related to COVID-19 to employees and the public through the following means:

- i. To the public - a link has been posted on Village website with information related to COVID-19. The Village will post this plan on the website, as well as continue to post updated information related to COVID-19.

- 3. **Contact Tracing.** The Village will maintain a continuous log of every person, including employees and visitors, who may have close contact with other individuals at any Village facility.

Employees shall keep a continuous log of those individuals that they came within 6 feet of and the date of said contact, and, if possible, shall also keep the contact information for said person.

- 4. **Employees with a Positive Test Result.** If an employee tests positive for COVID-19, the Village Human Resources Director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification or potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law regulations.

B. Disinfection of Contaminated Areas and Contact Tracing. The Village shall implement the following in the event of a positive COVID-19 case:

1. The employee's work space and other impacted areas will be treated as follows:
 - i. The Superintendent of Public Works will be notified and the affected area will be closed off for a 24-hour period with notification using signage;
 - ii. The area will be ventilated to the outside the 24-hour period by opening windows and doors, and
 - iii. After 24-hours the areas shall be cleaned and disinfected with cleaning products known to be effective against COVID-19, by staff wearing appropriate PPE, HVAC systems shall be turned off during cleaning.
2. The Human Resource Director will interview the employee who has tested positive to determine what individuals were close contacts of the employee. Then the Human Resource Director will notify individuals who were identified as close contacts while maintaining the privacy of the employee who tested positive.

IV. FUTURE CHANGE IN CONDITIONS

Presently, Village Hall is fully open and operational with all employees deemed to be essential and required to work on site, subject to the aforesaid safety requirements. In the event conditions should change going forward triggered by worsening conditions and directives from the Governor, CDC and/or NYS Department of Health, departmental adjustments similar to those followed in the earliest days of the pandemic may be instituted.

Staying up to date on industry-specific guidance:

To ensure the Village stays up to date on the guidance that is being issued by the state, it shall consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executive-orders on a periodic basis or whenever notified of the availability of new guidance.