

**JEFFERSON COUNTY  
PLAN FOR OPERATIONS  
IN THE EVENT OF A  
PUBLIC HEALTH EMERGENCY  
INVOLVING A  
COMMUNICABLE DISEASE**

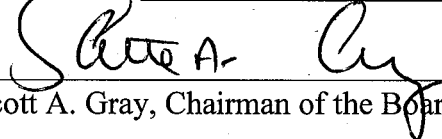
This plan has been developed in accordance with the amended New York State Labor Law section 27-c. This plan has been developed with the input of CSEA, Local 1000 AFSCME, AFL-CIO, Jefferson County Sheriff's Association, Local 3928 Security and Law Enforcement Employees Council 82, AFSCME, AFL-CIO and Jefferson County Sheriff's Employees, Local 3089 Security and Law Enforcement Employees Council 82, AFSCME, AFL-CIO, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish or impair the rights of Jefferson County and its employees under any law, rule, regulation or the rights and benefits which accrue to employees through collective bargaining agreements.

This plan has been approved in accordance with requirements applicable to Jefferson County.

As the authorized official of Jefferson County, I hereby attest that this plan has been developed, approved and placed in full effect in accordance with S01295/A00980 which amends New York State Labor Law section 27-c.

Date: March 30, 2021

Signature:   
Scott A. Gray, Chairman of the Board of Legislators

Board of Legislators Resolution No. 81 of 2021

This plan is exclusively for and is applicable to Jefferson County. This plan is pertinent to a declared public health emergency, involving a communicable disease, in the State of New York which may impact government operations.

The plan was developed based on best practices, and guidance available largely as a result of the Coronavirus pandemic. The plan is intended to provide guidance for future public health emergencies involving a communicable disease.

## PLANNING EXPECTATIONS

- **Communication.** Internal and external communication will be critical to success.
- **Flexibility.** Recognize there may not be a one size fits all approach, and flexibility is key.
- **Increased Fiscal Stress.** While the magnitude of a future event is unknown, it is assumed all levels of government and the economy will be under significant fiscal stress. As a result, departments must strategize and plan for the reduction of revenue streams and potential for staff reductions.
- **Organizational Structure.** Organizational structures may need to be changed to provide proper supervision and oversight in the new environment.
- **Iterative.** The planning process is not a one-time process. Rather, it is an iterative process that will be continued on an ongoing basis, as the situation evolves and additional information is obtained.
- **Priorities.** There likely will be a constant shift in resource priorities, based on new information.
- **Public Health Guidance.** Public Health guidance will be provided by the Department of Public Health.
- **Social Distancing and PPE.** Social distancing and use of Personal Protective Equipment - PPE (i.e. masks, gloves, etc.) will be required. PPE for the employees will be provided as needed.
- **Workflows.** Reevaluate all workflows to identify new ways of working, new online services, use of new technology to automate processes.
- **Working Remote.** Working remotely may be required for some employees and should be maximized where appropriate to reduce density in the work place.

## IDENTIFICATION AND DESCRIPTION OF ESSENTIAL POSITIONS

When confronting events that disrupt normal operations, Jefferson County is committed to ensuring that the essential functions of the County will be continued. For the purposes of this plan, an “essential employee” shall refer to a designation made that a public employee is required to be physically present at a worksite to perform his or her job. Essential employee and non-essential employee designations may be changed at any time in the sole discretion of Jefferson County.

The essential employees for Jefferson County have been identified as:

DEPARTMENT	POSITION	DESCRIPTION
AIRPORT	AIRPORT MANAGER	Responsible for the overall management of all airport activities.
	AIRPORT FISCAL & OPERATIONS MANAGER	Assist Airport Manager in airport operations and responsibility for financial accounting system. Ensure appropriate service to airport users and security coordination including issuing credential for aviation workers.
	SR. AIRPORT MAINTENANCE MECHANIC	Supervise and participate in a wide variety of skilled work maintaining airport runways, equipment, buildings and adjacent grounds. Required for crash rescue and maintenance work including any snow removal.
	AIRPORT MAINTENANCE MECHANIC II	Supervise a crew of maintenance staff and participate in operation of vehicles to maintain airport runways, equipment, buildings and adjacent grounds. Required for crash rescue and maintenance work including any snow removal.
	AIRPORT MAINTENANCE MECHANIC	Participate in a wide variety of skilled and semi-skilled work including operation of vehicles in maintaining airport runways, buildings, aircraft and adjacent grounds. Required for crash rescue and maintenance work including aircraft fueling and snow removal.
	CLEANER	Routine and repetitive physical work involving the performance of building cleaning and related tasks.
BUILDINGS	SUPERINTENDENT BUILDINGS & GROUNDS	Responsible for overall maintenance, upkeep and security of County owned buildings and grounds (except for JCC).
	BUILDING MAINTENANCE MECHANIC	Participate in wide variety of skilled and semi-skilled work.
	SENIOR BUILDING GUARD	Provide security.
	BUILDING GUARD	
CUSTODIAN	Provide buildings & grounds upkeep, including sidewalk snow removal.	
CODE ENFORCEMENT	DIRECTOR OF CODE ENFORCEMENT	Supervise department and employees, perform building code inspections, issue permits and enforce NYS Fire Prevention and Building Code.
	CODE ENFORCEMENT OFFICER	Perform building code inspections, issue permits and enforce NYS Building Code.
	SENIOR ACCOUNT CLERK	Perform clerical and administrative duties. Provide basic information to public. Does other related office support duties.

<b>COMMUNITY SERVICES</b>	DIRECTOR OF COMMUNITY SERVICES	Supervise mental health, developmental disabilities and substance abuse services in the County.
	SENIOR ACCOUNT CLERK	Ensure office coverage and process required documents.
<b>COUNTY ADMINISTRATION</b>	COUNTY ADMINISTRATOR	Serve as Clerk of the Board of Legislators. Ensure continuity of operations of all county departments and services.
	CONFIDENTIAL SECRETARY	Support all functions of Administration office. Coordinate response to requests, file required documents and assist in ensuring continuity of operations.
<b>COUNTY ATTORNEY</b>	COUNTY ATTORNEY	Provide legal counsel to Jefferson County.
	CONFIDENTIAL SECRETARY	Support all functions of County Attorney's office.
<b>COUNTY CLERK</b>	COUNTY CLERK	Maintain County land records, court records and supervises DMV.
	MOTOR VEHICLE SUPERVISOR	DMV Supervisor <i>Note: If State DMV is closed the employees would be non-essential.</i>
	SENIOR MOTOR VEHICLE CLERK	Responsible for maintaining DMV responsibilities in the absence of the DMV Supervisor. <i>Note: If State DMV is closed the employees would be non-essential.</i>
	MOTOR VEHICLE CLERK	All DMV transactions are performed on State run computers programs/systems. These are complicated transactions that take months of training to learn with special permissions to acquire access to these systems. <i>Note: If State DMV is closed the employees would be non-essential.</i>
<b>DISTRICT ATTORNEY</b>	DISTRICT ATTORNEY	Responsible for the investigation and prosecution of all crimes and offenses committed in the County.
	PRINCIPAL STENOGRAPHER	Support all functions of the District Attorney's office.
<b>DOG CONTROL</b>	SENIOR DOG CONTROL OFFICER	Responsible for maintaining and cleaning county dog shelter and kennels, retrieve loose dogs and bring to shelter, respond to dog bite complaints.
	DOG CONTROL OFFICER	
<b>ELECTIONS</b>	COMMISSIONER OF ELECTIONS	This is a bi-partisan office and employees are considered essential during an election cycle as indicated by the official State Board of Election calendar. During non-election cycles these employees would move to a remote work schedule.
	DEPUTY COMMISSIONER	
	REGISTRATION CLERK	
	VOTING MACHINE TECHNICAN	
<b>EMPLOYMENT &amp; TRAINING</b>	DIRECTOR OF EMPLOYMENT & TRAINING	Provide comprehensive training and employment services for local residents.
	PRINCIPAL ACCOUNT CLERK	Support all financial and clerical functions of Employment & Training.
<b>FIRE &amp; EMERGENCY MANAGEMENT SERVICES</b>	DIRECTOR OF FIRE & EMS	This department is a 24/7 mandatory running operation that includes the 911 Dispatch center.
	DEPUTY DIRECTOR	
	TECHNICAL COMMUNICATIONS OFFICER	
	SENIOR DISPATCHER	
	DISPATCHER	
	SECRETARY	
<b>HIGHWAY</b>	SUPERINTENDENT OF COUNTY HIGHWAYS	Physical presence required for supervision of highway department and recycling department.

	BRIDGE CONSTRUCTION & MAINTENANCE SUPERVISOR	Maintenance and construction of bridges when needed.
	AUTO MECHANIC FOREPERSON	Service and repair of all county owned motor vehicles and equipment as needed.
	HEAD AUTOMOTIVE MECHANIC	
	AUTO MECHANIC II	
	AUTO MECHANIC I	
	MEO I MEO II	Maintenance of County roads and County owned parking lots when needed.
	SR SIGN MAINTENANCE PERSON	Erection and maintenance of traffic signs and traffic control devices when needed.
	SR ACCOUNT CLERK	Process payroll, customer service, billing and auditing functions.
<b>HUMAN RESOURCES</b>	DIRECTOR OF HUMAN RESOURCES	Provide assistance to County, Towns, Schools, Village and Special Districts regarding Civil Service matters. Responsible for personnel and labor relations services to Jefferson County government.
<b>INFORMATION TECHNOLOGY</b>	DIRECTOR OF INFORMATION TECHNOLOGY	Supervision of department and to conduct work on computer servers.
	MICRO-COMPUTER TECHNICIAN	Make necessary on-site computer repairs and to set up new computers as needed.
	ACCOUNT CLERK-TYPIST	Process payroll and process/audit departmental payments.
<b>INSURANCE &amp; SAFETY</b>	DIRECTOR OF INSURANCE	Responsible for general risk management and liability, Unemployment Insurance, administration of Self-Insured Workers' Compensation Plan and Self-Funded Health Benefit Plan and coordination of Safety function.
<b>OFFICE FOR THE AGING</b>	DIRECTOR OF OFFICE FOR THE AGING	Responsible to oversee aging and nutrition services and general administration including budget and accounting.
	SPECIALIST, SERVICES FOR THE AGING	Assist clients with vision or hearing issues, respond to phone, mail and fax communication.
<b>PROBATION</b>	PROBATION DIRECTOR	Responsible for supervision of department and staff, approval and signature of paperwork produced by Probation Officers.
	PROBATION SUPERVISOR	
	PRINCIPAL CLERK	Receive probationer restitution payments, issue department checks and pay service providers and vendors, processes bank deposits.
	PRINCIPAL STENOGRAPHER	Administrative and clerical duties.
<b>PUBLIC DEFENDER</b>	PUBLIC DEFENDER	Provide criminal defense services for indigent defendants in Jefferson County Court, State Parole Revocation Hearings, City and local courts in the County.
	CONFIDENTIAL SECRETARY	Support all functions of the Public Defender's office.
<b>PUBLIC HEALTH</b>	<b><u>ADMINISTRATION, PLANNING, PH EMERGENCY COORDINATION</u></b>	Ensure and co-ordinate continuity of Public Health operations necessary to respond to the pandemic: Oversight of case investigation, contact tracing, follow-up, treatment and vaccination; Required reporting and public information. Staff Emergency Operations Center if activated.
	DIRECTOR OF PUBLIC HEALTH	
	PH EMERGENCY PREPAREDNESS COORDINATOR	
	HEALTH PLANNER	
	PUBLIC HEALTH EDUCATOR	

	<b>CHHA &amp; PREVENTIVE SERVICES</b>	Pandemic case investigation, contact tracing, follow-up, treatment and vaccination; Continuity of services to Level I home care patients & Category I home visits and response to referrals; Continuing other disease surveillance & treatment, and required reporting.
	DIRECTOR OF PATIENT SERVICES	
	NURSE PRACTITIONER	
	SUPERVISING PUBLIC HEALTH NURSE	
	PUBLIC HEALTH NURSE	
	REGISTERED PROFESSIONAL NURSE	
	LICENSED PRACTICAL NURSE	
	PHYSICAL THERAPIST	
	PHYSICAL THERAPY ASSISTANT	
	ASSOCIATE OCCUPATIONAL THERAPIST	
	PUBLIC HEALTH SOCIAL WORKER	
	NUTRITIONIST	
	HOME HEALTH AIDE	
	<b>ACCOUNTING &amp; OTHER SUPPORT</b>	
	PUBLIC HEALTH FISCAL DIRECTOR	
	PRINCIPAL ACCOUNT CLERK	
	SENIOR ACCOUNT CLERK	
	ACCOUNT CLERK	
	ACCOUNT CLERK-TYPIST	
	TYPIST	
	SENIOR SECRETARY	
	SECRETARY	
	SENIOR CLERK	
	<b>EMERGENCY MEDICAL SERVICES</b>	Emergency response and coordination; support all response agencies; staff Emergency Operations Center if activated.
	DIRECTOR OF EMS	
	EMS TRAINING COORDINATOR	
	<b>MEDICAL EXAMINER</b>	Scene investigations, autopsies, filing death certificates and other required reporting; release of decedents.
	MEDICAL EXAMINER	
	MEDICAL INVESTIGATOR	
<b>PURCHASING</b>	PURCHASING AGENT	Receive essential purchasing orders and distribute to appropriate departments and vendors.
<b>REAL PROPERTY</b>	TAX MAP TECHNICIAN	Manually updating the work set of tax maps. Interpret and Transfer ownership of property based upon deeds. Review, approve and accept any fees associated with subdivision map filings.
	TYPIST	Administrative and clerical duties of the department. Support Tax Map Technicians as needed.
<b>RECYCLING AND WASTE MANAGEMENT</b>	WORKING FOREPERSON	Oversee the daily operations of the Recycling Center.
	MEO II	Complete necessary tasks for operation of the Recycling Center.
	MEO I	
	PRINCIPAL ACCOUNT CLERK	Daily customer service, billing and auditing functions. General office operations.
ACCOUNT CLERK		
<b>SHERIFF ROAD PATROL</b>	SHERIFF	The Sheriff's department and the jail complex are 24/7 operations that must be maintained.
	UNDERSHERIFF	
	DEPUTY SHERIFF LIEUTENANT	
	DEPUTY SHERIFF SERGEANT	
	DEPUTY SHERIFF DETECTIVE	
	DEPUTY SHERIFF	
	PRINCIPAL ACCOUNT CLERK	
SENIOR ACCOUNT CLERK		

	SENIOR SECRETARY	
	SECRETARY	
	TYPIST	
<b>SHERIFF JAIL</b>	CORRECTION LIEUTENANT	
	CORRECTION SERGEANT	
	CORRECTION OFFICER	
	HEAD COOK	
	COOK	
	JAIL PHYSICIAN	
	PHYSICIAN'S ASSISTANT	
	REGISTERED PROFESSIONAL NURSE	
	LICENSED PRACTICAL NURSE	
	SECRETARY	
<b>SOCIAL SERVICES</b>	<b><u>MANAGEMENT</u></b>	Provide administrative oversight of all agency programs and supportive services integral to agency operations.
	COMMISSIONER OF SOCIAL SERVICES	
	CONFIDENTIAL SECRETARY	
	<b><u>ACCOUNTING</u></b>	Process all types of payments, performing checks and balances, payroll processing. Grant administration oversight and supportive services including Shelter plus Care housing and other grants.
	DIRECTOR OF ADMINISTRATIVE SERVICES	
	ACCOUNTING SUPERVISOR	
	SENIOR ACCOUNT CLERK	
	ACCOUNT CLERK	
	<b><u>SERVICES</u></b>	Provide services to vulnerable children and adults to ensure their health and safety as mandated by Social Services Law and NYCRR.
	DIRECTOR OF SOCIAL SERVICES	
	CASE SUPERVISOR, GRADE A	
	SECRETARY	
	COMMUNITY SERVICE WORKER	
	<b><u>LEGAL</u></b>	Services regarding child abuse and neglect, adult guardianship and Family Court. Supportive services essential to legal department operations.
	SENIOR COMMUNITY SERVICE WORKER	
	TYPIST	
	CLERK	
	<b><u>PUBLIC ASSISTANCE</u></b>	Financial Assistance program including applicant intake and determination of eligibility; interviewing recipients for benefit renewal and processing changes. Benefits are essential to ensure that individuals in need have access to housing, food and medical care.
	DIRECTOR OF INCOME MAINTENANCE	
	COMMUNITY SERVICE WORKER	
	SOCIAL WELFARE EXAMINER	
	SR DATA ENTRY MACHINE OPERATOR	
	DATA ENTRY MACHINE OPERATOR	
	ACCOUNT CLERK	
	CLERK	
	TYPIST	
	<b><u>IT &amp; MASTERFILE</u></b>	All aspects of computer hardware and software required for ongoing operations of DSS.
	MICRO-COMPUTER TECHNICIAN	
	COMMUNITY SERVICE WORKER	
	<b><u>CHILD SUPPORT</u></b>	Establishment and enforcement of child support which is meant to maintain a child's (or children's) living standards and ensure all of their basic needs are met.
CHILD SUPPORT COORDINATOR		
SUPPORT INVESTIGATOR		
SENIOR ACCOUNT CLERK		
ACCOUNT CLERK		
TYPIST		



<b>TREASURER</b>	COUNTY TREASURER	Chief Fiscal Officer of the County and is responsible for collecting, disbursing and investing money belonging to the County and related accounting.
	SENIOR ACCOUNT CLERK	Receive payments, field questions from the public and review incoming mail/email.
<b>VETERANS</b>	DIRECTOR OF VETERANS SERVICES	Assist members of the Armed Forces and veterans, and their families.

## **TELECOMMUTING PROTOCOL FOR NON-ESSENTIAL EMPLOYEES**

### **Designation as Non-Essential**

Non-essential employees {as defined under Labor Law 27-c(1)}, are those full-time public employees that are not required to be physically present at a work site to perform their jobs, but instead can perform some or all of their duties at home, and as determined by the employer.

Jefferson County will determine which employees are non-essential, in its sole discretion, during a state disaster emergency involving a communicable disease. To be determined as non-essential, an employee must be capable of performing their regular duties remotely on either a full-time or part-time basis.

### **Work Schedule**

The affected department heads, or their designees, shall meet with each non-essential employee in their department to determine an appropriate work schedule, to include determining whether such schedule is to be part-time or full-time, and the duties to be performed by the employee within the scope of their position/title. The department head or his/her designee shall make the final determination as to work schedule to be implemented and the tasks to be performed by the employee.

For those employees that are provided with a part-time work schedule, the remainder of the employee's work hours shall be performed at the employee's regular work-site but only if such employee is deemed "essential" by the department head, i.e., employee required to be physically present at regular work site to perform duties. The department head, or his/her designee, shall determine the number of hours, times and days that such employee is to be present at the regular work site.

The employee's work schedule shall not exceed the number of work hours that the employee would otherwise work if performing his/her duties at their regular work-site, to include any overtime, and as allowed under the applicable collective bargaining agreement or management/management confidential employee policy.

The department head may terminate an employee's designation as a non-essential employee at any time in his/her sole discretion, to include both full-time and part-time designations, and instead designate such employee as "essential", i.e., required to be physically present at his/her regular work site. The County's ability to terminate and re-designate an employee's status as essential or non-essential shall not be limited and the County may exercise such authority as many times as is deemed necessary by the County in its sole discretion to meet the needs of the particular employee's department.

## **Pay; Mileage**

Employees who work remotely will be paid for hours worked at their regular rate of pay. Overtime, while working remotely, must be approved in advance by the employee's department head, or his/her designee, in accordance with the regular practice of the County. Employees that are able to utilize the MUNIS time keeping system from their computer or cell phone will record their daily work hours through the MUNIS system. Employees that are unable to do so will record their daily work hours on time sheets and submit their time sheets bi-weekly in accordance with County payroll deadlines.

All time spent traveling to and from the employee's home to the employee's regular worksite will be treated as regular commuting time and will not be counted as hours worked, nor will the employee's mileage be reimbursed for such travel.

## **Work Breaks**

Employees are required to take rest and meal breaks per New York State Labor Law and applicable collective bargaining agreement.

## **Technology**

The department head, or his/her designee, shall determine the types of electronic equipment and/or other technology required for each employee to perform his/her duties from a remote location such as laptop computers, personal desktop computers, County cell phones, and the forwarding/transfer of telephone calls from the employee's work telephone to his/her personal cell phone or land line home telephone.

The department head, or his/her designee, shall be responsible for arranging for the appropriate electronic equipment and other technology to be utilized by each employee, in cooperation with the County's Information Technology Department. All such electronic devices and technology are the property of the County and may be discontinued or retrieved at any time in the sole discretion of the department head, and in consultation with the County's Information Technology Department if necessary.

Employees are responsible for keeping all County owned electronic equipment in a secure location so as to prevent other persons from having access to such equipment and to safeguard the equipment from being damaged. Such electronic equipment and other technology provided to the employee is to be used solely in the performance of official duties and is not intended for personal use whatsoever by the employee or any other person.

Employees are responsible for maintaining their own internet service and telephone service at their own expense. The County will not reimburse the employee for the cost of these services or for any damages to the employee's personal electronic devices.

## **Injuries/Property Damage**

Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers Compensation Law. The employee must report any such work related injuries to their supervisor or department head immediately. The employee must allow inspection of the employee's work area(s), home office or other relevant location to be conducted by the County or its agent if a

job-related incident, accident or injury has occurred. The County is not responsible for any loss, damage or destruction to property, or for any injury or loss to third parties at the approved telecommuting worksite.

**Confidentiality**

All confidential and proprietary information, data and documents provided to, or made or compiled by, the telecommuting employee are the exclusive property of the County and shall not be disclosed to any unauthorized person, company or any other entity. Employees are prohibited from using such information, data and documents for personal gain or profit. Employees shall return any such property to the County upon cessation of telecommuting and shall not retain any copies thereof at the telecommuting site.

**PROTOCOL FOR REDUCING DENSITY AT WORKSITES**

Jefferson County Employees are located within nine separate county buildings, which allows for greater social distancing and limits the risks to essential employees working within each of these buildings.

**Jefferson County Office Building (175 Arsenal Street, Watertown, NY 13601)**

Typical Work Hours: Monday – Friday 8:00am – 5:00pm

Board of Elections	Human Resources	Probation
Code Enforcement	Information Technology	Public Defender
Community Services	Insurance	Real Property
County Attorney	Office for the Aging	Treasurer
County Clerk	Planning	Veterans Service Agency
District Attorney		

**Jefferson County Historic Courthouse (195 Arsenal Street, Watertown, NY 13601)**

Typical Work Hours: Monday – Friday 8:00am – 5:00pm

Buildings & Grounds	County Administration	Purchasing
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**Jefferson County Airport (22529 Airport Drive, Dexter, NY 13634)**

Typical Work Hours: 24/7 operation

**Jefferson County Department of Social Services (250 Arsenal Street, Watertown, NY 13601)**

Typical Work Hours: Monday – Friday 8:30am – 5:00pm

**Jefferson County Employment & Training (1000 Coffeen Street, Watertown, NY 13601)**

Typical Work Hours: Monday – Friday 8:30am – 4:30pm

**Jefferson County Highway Department/Dog Control/Consumer Affairs (21897 County Road 190, Watertown, NY 13601)**

Typical Work Hours: Monday – Friday 7:30am – 5:00pm

**Jefferson County Public Health (531 Meade Street, Watertown, NY 13.601)**

Typical Work Hours: Monday – Friday 8:00am – 4:30 pm

**Jefferson County Public Safety Building (753 Waterman Drive, Watertown, NY 13601)**

Typical Work Hours: 24 hour operation

Sheriff's Department	Fire & Emergency Management
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**Jefferson County Recycling/Waste Management** (27138 NYS Route 12, Watertown, NY 13601)

Typical Work Hours: Monday - Friday 7:30am – 3:00pm

Saturday 7:30am – 1:00pm

## **PROTOCOL FOR REDUCING DENSITY IN UNIQUE DEPARTMENTS**

Several departments have formulated department-wide plans for the reduction of staff operating within their department.

### **County Clerk:**

County Clerk will remain responsible for the everyday operations of the County Clerk's office.

### **County Clerk (DMV):**

With regular operations, all employees can maintain social distancing guidelines. If in-person customer transactions are suspended, staff will be broken into separate shifts to meet reduction guidelines. Should the percentage decrease, the office can operate with staggered shifts as long as the office is closed to the public. Many transactions can be done online, by mail, by email or drop-box.

### **Department of Social Services:**

The Department of Social Services has created detailed unit plans to reducing in-office staff in the event there is a need for additional social distancing or staggered workdays. Employees should consult their supervisor or the Commissioner for detailed instructions related to their unit's operations.

Some staff can perform parts of their jobs remotely as long as staff is available in the office to provide necessary documentation to them. Staff will rotate per schedule designed by the supervisors to limit the number of staff in the office at one time. The Commissioner or designee will notify supervisors of changes in number of staff that can be in the office at one time.

### **Highway Department:**

During winter operations, in particular snow removal efforts, additional staff may be required to accomplish duties. During the non-winter season, there is potential that the highway department can operate at a reduced capacity.

## **PROTOCOL FOR PROCURING PPE**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important in supporting employee health and safety. PPE which may be needed can include:

- Cloth face coverings or surgical masks for office settings include interactions with public
- N95 Respirators for direct patient encounters
- Face shields/goggles for direct patient encounters
- Disposable Gloves
- Disposable gowns/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 within the pandemic. As such, these supplies are included in this section as they are pertinent to protecting employee health and safety.

Protocols for providing PPE include the following:

- The Director of Fire and Emergency Management Services with assistance from the department heads will identify the need for PPE per department based upon job duties and work location.
- Procurement of PPE
  - Jefferson County will procure PPE in accordance with County Purchasing Policies as amended: 4.01 Policy and Control, 4.02 Quotations and 4.03 Fuel Card Service Program; and any updated County or State guidance.
- Storage of, access to and monitoring of PPE stock
  - Jefferson County has space and capacity to store the required PPE within county facilities, in a manner which will prevent degradation and provide immediate access to PPE in the event of an emergency.
  - The supply of PPE will be monitored to ensure the integrity and to track usage rates.

## **PROTOCOL FOR EMPLOYEE WITH EXPOSURE**

In the event that an employee is exposed to a known case of the communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the following protocol shall be immediately enacted:

- Step 1: Isolate and excuse the sick employee from the workplace. The infected or exposed employee should remain at home until released by the public health official. NYSDOH and/or the local public health will issue a letter to the employee indicating that they are released from isolation/quarantine.
- Step 2: Contact Jefferson County Public Health or NYSDOH and provide assistance with identifying those individuals who worked in close proximity of the sick employee. Follow Jefferson County Public Health and NYSDOH guidance regarding which employees would need to be placed in isolation/quarantine.
- Step 3: Contact Buildings & Grounds for cleaning of work area(s). Buildings & Grounds will utilize cleaning plan per Jefferson County Public Health, NYSDOH and CDC guidance related to the specific communicable disease.
- Step 4: Notify employees: Following a confirmed case, Jefferson County Public Health will notify all employees who work in the location or area where the sick employee works. Be sure to follow all applicable laws regarding the disclosure of any confidential medical information such as the name of the employee.

## **PROTOCOL FOR DOCUMENTING WORK HOURS, LOCATIONS AND OFF-SITE VISITS OF ESSENTIAL EMPLOYEES**

Jefferson County will document the work hours and work locations of essential employees, including off-site visits, for purposes of aiding in the tracking of a communicable disease. Such documentation shall include, but is not limited to:

- MUNIS time keeping system and/or Time Sheets
- Door Access Records/Security Camera Records
- Daily Sign-in Logs/Reports
- Mileage reports

### **Protocol for Documenting Unique Departments**

#### **County Clerk**

- Office visits by customers would be mandatory by appointment only. This would reduce the number of visitors in the office at one time as well as control the number of customers that a reduced staff served. These appointments will be logged, taking note of not only the date and time of the visit but the names and phone numbers of all visitors in order to facilitate contact tracing should it be necessary.
- All transactions that do not require an in person visit will be submitted by mail or through the drop-box.

#### **Department of Social Services (DSS):**

Appointment records will be kept as well as a list of staff that in the office daily with hours of office time.

#### **Emergency Management:**

Offsite hours and locations are typically the result of an emergency or response to an ongoing incident.

- Response to emergencies is tracked through the County's 911 Center and recorded in our dispatch CAD system.

#### **Real Property Tax Office:**

- The office will be open by appointment only. A log of appointments will be kept specifying the date and time of appointment and all in attendance.
- Assessors doing fieldwork will be required to document which town they are reviewing and any taxpayer contact they have.

## **PROTOCOL FOR IDENTIFYING EMERGENCY HOUSING SITES FOR ESSENTIAL EMPLOYEES**

For those essential employees who require emergency housing in order to further contain the spread of a communicable disease that is the subject of a declared public health emergency, and to the extent deemed necessary to conform to the needs of the county's workforce, local gymnasiums or local hotel rooms are expected to be the most viable options. Jefferson County will coordinate with the Jefferson County Emergency Management Department to help identify and arrange for these housing needs. This effort will be coordinated by the Jefferson County Emergency Management Coordinator with assistance from the Jefferson County Administrator, Jefferson County Public Health Director and the Jefferson County Director of Human Resources.