



ACTION PLAN FOR CERTAIN DECLARED  
PUBLIC HEALTH EMERGENCIES

Adopted March 29, 2021

**ABSTRACT**

The following is an action plan for the Town of Elmira, New York to follow when deemed necessary to implement in the event of certain declared public health emergencies.

**Town Board**

# **TOWN OF ELMIRA, NEW YORK**

## **ACTION PLAN FOR CERTAIN DECLARED PUBLIC HEALTH EMERGENCIES**

The following is an action plan for the Town of Elmira, New York to follow when deemed necessary to implement in the event of certain declared public health emergencies.

1. Levels of Actions
2. Personnel, health Assessment and Education
3. Essential Services/Employees, remote working
4. Town offices
5. Resources
6. Costs
7. Vacation
8. Whistle blower
9. Personal Protective Equipment
10. Public Meetings
11. Phasedown of the Action Plan

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

The Town needs to develop procedures to initiate levels of response to declared public health emergencies. Determination of the level of action will be made by the town supervisor.

Level 1: Active monitoring:

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Town residents, employees and board members
- Continue to monitor communication with Chemung County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff, and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel
- Follow New York State Department and/or Chemung County Department of Health limitations on number of persons at a gathering; if no such limitations are established, potentially limit gatherings of up to 20 persons to only essential events or consider postponing essential events

## Level 2: Containment

- Increase disinfection process at all Town facilities
- Develop contingency plans and review business continuation plans
- Continue all level 1 activities

## Level 3: Mitigation

- The effected building will close for 24 hours while the 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 a deep cleaning of all areas
- Communications to Community

## 2. Personnel:

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

- Wear a mask and maintain a minimum distancing of at least six (6) feet
- Frequent handwashing with soap and water for at least twenty (20) seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or 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.

Employees should notify their supervisor and not report to work if they show symptoms of the disease, such as fever, cough, acute respiratory illness. The Town may require additional assessments 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 the disease. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health Departments.

The Town will maintain flexible policies that permit employees to stay home to care for sick family members and to work from home, if necessary.

### Education

- Emphasize staying home when not feeling well, educate respiratory protocol and proper hand hygiene by all employees.

- When appropriate, instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% 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 hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Advise employees before traveling to take certain steps:
  - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each State and/or country to which you will travel.
  - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
  - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
  - If 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. The Town Supervisor will determine schedules and equipment needs for employees as necessary (who is in the office and working remotely).

### **3. Essential Services for the Town:**

The Town has identified essential/ non-essential workers and essential services that it will maintain during a public health crisis. All non-essential and some essential employees can work from home via laptop devices. However, the Town Supervisor will devise a staggered work schedule for staff to limit the number of employees in direct contact.

#### **Essential services are:**

##### General Office and Town Clerk:

- Communications to Town residents, agencies, Town Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes
- Payroll
- Vouchers
- Budget preparation
- licensing

Code enforcement:

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits

Fire Marshall:

- Inspect structural and electrical damage caused by fire
- Inspect building damage, weather events or accidents
- Fire emergencies
- State required inspections

Public Safety

Public Works:

- Town-owned property maintenance (mowing, shoveling snow)
- Weather related
  - Flooding
  - Wind
  - Power outages
  - Snow/ice

**Essential employees identified:**

All sworn police officers and all sworn firefighters  
Administrative Assistants to the Police and Fire Departments as determined by the  
Chief of the Department

Town Supervisor  
Town Clerk  
Code Enforcement  
Town Attorney  
Bookkeeper  
Highway staff

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

Deputy Clerk  
Assessor  
Assessor Aide  
Court Clerks

**4. Resources:**

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health

- Chemung County Department of Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not have nor provide accurate information

**5. Costs:**

The Town will track costs throughout the event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO and other agencies. Town will work with accounting software to establish emergency related revenues and expenses.

**6. Vacation:**

Employees will follow State guidelines for traveling and adhere by the recommendations.

**7. Whistleblower:**

The town will provide an anonymous way (via outside drop box) of reporting concerns regarding disease-related issues if the employee does not feel he/she can communicate with his/her department head or the Town Supervisor.

**Personal Protective Equipment:**

The Town will maintain at least three (3) 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. Requirements may vary in each department.

**8. Public Meetings:**

The Town will follow the Governor's guidelines, if any, for public meetings. If no state guidelines are in effect the Town, if possible, will offer in person meetings with social distancing as well as offering zoom meetings or such other available virtual arrangements.

**9. Phasedown 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 Chemung County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.

**Note:** The Town Board will review this action plan from time to time and update as necessary.