



VILLAGE of NORTHPORT

INCORPORATED IN 1894

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Village of Northport Pandemic Operations Plan

The following is an action plan for the Village of Northport to implement when deemed necessary during a pandemic situation.

1. Levels of Actions
2. Personnel, Health Assessment and Education
3. Essential Services/Employees, Remote Working
4. Village Hall Office/20 Beach Office
5. Resources
6. Costs
7. Vacation
8. Emergency Housing
9. Whistle Blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan

1. Levels of Actions

The Village of Northport has developed a process to activate levels of response to these public health issues. This will allow a coordinated effort and response by the Village of Northport. Determination of the level of disaster emergency action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active monitoring:

Protocol and Communication

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and Board members
- Continue to monitor communication with Suffolk County Department of Health Services
- Communicate to staff to remain home with symptoms or illness
- Monitor illness among staff and Board members
- Review and update emergency plans
- Weekly management meetings for status updates

- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events, consider postponing essential events
- Following guidance from Federal, CDC, NYS, Suffolk County, Town of Huntington and Suffolk County Department of Health Services

Level 2: Containment

Cases identified in Village and Suffolk County

- Increase disinfection process at all Village of Northport facilities
- Develop contingency plans and review business continuation plans
- Continue all Level 1 activities

Level 3: Mitigation

Confirmed cases among Village employees and Board members

- The effected building will close to public for 24 hours while Village administration investigates and sets forth a plan for further precautionary measures that the Village must take to limit exposure
- Potentially cancel all Village 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 and employees

2. Personnel

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

- Frequent handwashing with soap and water for at least 20 seconds
- Wear appropriate PPE including protective covering on mouth and nose
- 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 are to submit their health assessment each day prior to the work shift beginning. Answer each question and take/record their temperature and initial calendar for each day (attached).

Essential employees should document specific work hours and work locations including off-site visits with essential employees and contractors.

Employees should notify their supervisor and not report to work if they (or immediate family member) show symptoms of the virus, such as fever, cough, shortness of breath, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, Covid-19 test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from Federal, CDC, NYS, Suffolk County, Town of Huntington and

Suffolk County Department of Health Services.

The Village will maintain flexible policies that permit employees to stay home to care for sick family members. The Village will pay all employees COVID19 sick time for any COVID19 related situation/illness. This will not be counted against the employee's sick time. The Village reserves the right to regulate overtime and modify employee compensation.

Education

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- 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 country to which you will travel. Specific travel information for travelers going to and returning from China can be found on the CDC website.
 - 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.
- The Village Administrator will provide details on how staggered work shifts are implemented.
- Remote working: The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed. The Village Administrator will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Village Administrator will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

3. Essential Services for the Village of Northport:

The Village has identified essential/non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Village owned laptop devices. However, the Village

Administrator will devise a staggered work schedule for the DPW, Office and Code Enforcement to limit the number of employees in direct contact. The DPW crew can work in two separate crews and the Village Office can stagger shifts and workdays to minimize contact between employees.

Essential services are:

Office:

- Communications to village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes, sewer billings
- Payroll
- Budget preparation

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:

- Police emergencies
- Fire emergencies

Decision-Making Boards and Councils:

- Local Law Decision-Making

Judicial Branch:

- Court Arraignments
- Court Administration

DPW:

- Highway maintenance
- Trash collection/Recycling
- Village owned property maintenance (mowing, shoveling snow)
- Water leaks
- Sewer blockages
- Lift station issues
- Water samples
- Sewer lift station weekly maintenance
- Weather related
 - Flooding
 - Wind

- Power outages
- Snow/ice

Essential employees identified:

All DPW Employees
All Public Safety Employees
Decision-Making Boards and Councils
Village Administrator
Asst. to the Mayor
Village Treasurer
Village Clerk
Code/Building/Fire Enforcer
Deputy-Clerk
Senior Court Clerk

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

Full-time Office Clerk
Secretary for ARB

4. Modify Village Hall Office & 20 Beach Office

The Village will evaluate the opening of the Village offices at the Village Board meeting and determine whether to open the Facilities. Currently, all facilities are closed to the public until February 15, 2021. The Village office is open following that date by appointment only.

5. Resources

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Suffolk County Department of Health Services
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information

6. Costs

The Village Treasury Department will track costs throughout this event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

7. Vacation:

Employees will follow the State guidelines for traveling and adhere by the recommendations. Any vacation carryover must be approved by Board resolution.

8. Emergency housing:

Suffolk County offers emergency housing if needed when home isolation is not available.

9. Whistleblower:

The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding Covid-19 related issues if the employee does not feel they can communicate with their supervisors and or Mayor.

10. Personal protective Equipment:

The Village will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Procurement and distribution of PPE will be administrated by the Building Department based on Department requirements and may vary by Departments.

11. Public Meetings:

The Village will follow the Governor's guidelines on public meetings. The Village if possible, will offer in person meetings with social distancing as well as offering zoom meetings for residents/guests.

12. De-escalation of the Action Plan:

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Village needs to remain in contact with NYS Department of Health and Suffolk County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.

This policy does not replace any language in the Village of Northport Employee handbook.



Incorporated Village of Northport
Employee Wellness Self-Assessment and Attestation Form
Administration Personnel

Name: _____

Week of: _____

Please review the statements below. If each statement is TRUE, check the "YES" box, then sign and date form. If the statement is FALSE, check the "NO" box, complete this protocol, then return to your desk and contact your supervisor.

Make one entry for each day of the work week. Do not make an entry on days you do not report to work.

1. I have scanned my temperature and it is at or below 100.4 °F.
2. I have scanned my blood oxygen and it is at or above 90 (or it is below 90 due to a pre-existing condition that is not Covid-19).
3. I have NOT been in close or proximate contact in the past 14 days with someone who has tested positive for Covid-19, or who has or had symptoms of Covid-19.
4. I have NOT tested positive for Covid-19 in the past 14 days.
5. I have NOT experienced ONE of the following symptoms of Covid-19 in the past 14 days: Fever; OR cough; OR shortness of breath;
6. I have NOT experienced TWO OR MORE of the following symptoms of Covid-19 in the past 14 days: Chills; shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell

DAY	YES	NO	SIGNATURE	DATE
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

TRAVEL NOTE: Employees will follow the State guidelines for traveling and adhere by the Recommendations. The travel guidelines require all New Yorkers, as well as those visiting from out-of-state, to take personal responsibility for compliance in the best interest of public health and safety.