

# ROCKLAND GREEN EMERGENCY OPERATION PLAN

Dated

May 27, 2021

This plan has been developed in accordance with New York State Labor Law section 27-c and with the input of the International Brotherhood of Teamsters Local 456, as required.

## Table of Contents

Purpose, Scope, Background, and Assumptions .....	3
Purpose.....	3
Scope .....	3
Background.....	3
Assumptions .....	3
Implementation of this Plan .....	3
Essential Functions and Positions.....	4
Reducing Risk Through Remote Work and Staggered Shifts.....	4
Remote Work Protocols .....	4
Staggered Shifts.....	5
Personal Protective Equipment.....	5
Staff Exposures, Cleaning, and Disinfection .....	6
Staff Exposures .....	6
Cleaning and Disinfecting .....	7
Employee Leave.....	7
Documentation of Work Hours and Locations.....	7
Housing for Essential Employees.....	7

## Purpose, Scope, Background, and Assumptions

### Purpose

This plan is developed in accordance with the New York State Labor Law Section 27-c, which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease.

### Scope

This plan includes the identification of essential positions, procedures for potential remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Background

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. In response, the New York State Legislature passed amendments to Labor Law Section 27-c in September 2020, which requires this plan in an effort to support continued resilience to the spread of COVID-19, and for other infectious diseases which may emerge and cause a declaration of a public health emergency.

### Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public expects us to maintain a level of essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor

## Implementation of this Plan

Rockland Green's Executive Director, their designee, or their successor holds the authority to execute and direct the implementation of this plan, in the event that the governor declares a state disaster emergency involving a communicable disease.

Upon a determination to implement this plan, all employees and contractors of Rockland Green will be notified, with details provided as soon possible and necessary, with additional information and updates provided on a regular basis. Other interested parties, including the public, will be notified electronically, by way of website and social media updates.

The Executive Director, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary. Upon resolution of the public health emergency, the Executive Director their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Essential Functions and Positions

When confronting events that disrupt normal operations, Rockland Green is committed to ensuring that its essential functions will continue and its facilities will remain open even under the most challenging circumstances.

All Operations functions are essential functions and positions, including those set forth in the organization chart attached hereto as Attachment A, which is subject to change. All other Rockland Green functions and positions are non-essential, but may be deemed essential by the Executive Director, depending on the circumstances and Rockland Green's needs.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation. Upon reasonable notice, Rockland Green may either stagger shifts or permit remote work (or a combination of the two), depending on the circumstances, as discussed herein.

### Remote Work Protocols

Any non-essential employees and contractors who are not yet enabled, but are able to accomplish their functions remotely and Rockland Green makes a determination that such remote work is necessary, will be enabled to do so.

If remote work is deemed necessary by Rockland Green, Rockland Green will provide:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications, including Rockland Green issued cell phones, as necessary
    - i. Note that phone lines may need to be forwarded to off-site staff

If an employee is not already enabled for remote work at the time of the decision to permit remote work, that employee should work with their supervisor to ensure they obtain the equipment necessary to work remote, as well as any computer training necessary to ensure a smooth remote set-up. Supervisors will work with IT staff and/or consultants.

Business hours and locations may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Rockland Green employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone (including cell phones), or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

### Staggered Shifts

Upon reasonable notice, Rockland Green may stagger the start and end times of work shifts, as well as breaks, or management may identify opportunities for staff to work outside core business hours as strategies of limiting exposure.

Regardless of changes in start and end times of shifts, Rockland Green will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification by Department Heads of positions within their department for which work hours will be staggered
2. Review and approval of changed work hours by the Executive Director

### Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors.

Rockland Green maintains a stockpile of PPE and other supplies, in a locked storage cabinet in the administration office. In addition, Rockland Green facilities must maintain an inventory of PPE and other supplies sufficient for their needs and immediately accessible in the event of an emergency. Facilities may make requests for additional items as needed. PPE and supplies will be procured in accordance with Rockland Green's procurement policy. All PPE and supplies must be shipped to Rockland Green's administrative office for storage. Key personnel in Operations and Finance, as well as the Confidential Secretary and the Executive Director have access to the cabinet and monitor the inventory.

PPE can include:

- Masks
- Face shields
- Gloves

Other necessary supplies may include:

- cleaning supplies
- wipes
- soap and sanitizer
- toilet paper
- paper towels

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE, in accordance with Rockland Green procurement policy
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. The Executive Director must be notified
    - b. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace will be immediately separated from other employees, customers, and visitors. They will immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. CDC guidance will be followed with regard to any conditions that must be met before an employee can return to work.
  5. The Executive Director must be informed in these circumstances.
  6. Department Heads are responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  3. Identification of potential employee and contractor exposures will be conducted

- a. If an employee or contractor is confirmed to have the disease in question, the Department Head or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected regularly.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee Leave

Rockland Green will apply its existing policies with regard to employee leave that may be necessary as a result of a public health emergency, and will abide by all applicable law.

### Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts, in addition to any such current tracking that is part of Rockland Green's standard policies and procedures, which includes Rockland Green's identification badge, keyless entry system to track locations. This information may be used by Rockland Green to support contact tracing within the organization and may be shared with local public health officials.

### Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Rockland Green's essential operations.

If such a need arises, employees are expected to be prepared and coordinate with Rockland Green on suitable arrangements. As the circumstances require, Rockland Green will work to identify sites for emergency housing

for essential employees in order to further contain the spread of the communicable disease that is the subject of a declared emergency, to the extent applicable to the needs of the workplace.