



Village of Massena

Public Employer Health Emergency Plan

Date of Adoption: March 16, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of CSEA Local 1000 AFSCME AFL-C10, Massena Permanent Firefighters International Association of Firefighters, Inc. Local #2220, as well as the United Public Service Employees Union (Massena Police Protective Association), 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 us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Village of Massena, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: March 16, 2021

By: Matthew J. LeBire

Signature: _____

Title: Deputy Mayor, Village of Massena

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope.....	4
Situation Overview.....	4
Planning Assumptions	4
Concept of Operations	5
Mission Essential Functions.....	5
Essential Positions.....	7
Reducing Risk Through Remote Work and Staggered Shifts	8
Remote Work Protocols.....	8
Staggered Shifts	8
Personal Protective Equipment.....	10
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting.....	12
Employee and Contractor Leave.....	12
Documentation of Work Hours and Locations.....	13
Housing for Essential Employees.....	13

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable for the Village of Massena (or "VILLAGE"). This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Donning masks that cover both the nose and mouth (unless respirators or facemasks are required) in accordance with CDC and Occupational Safety and Health Administration (OSHA) guidance and any state or local requirements
- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning 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 and our constituency expects us to maintain a level of mission 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
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Mayor of the Village of Massena, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the VILLAGE shall be notified by the Mayor, their designee, their successor, respective department head or supervisor, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Appropriate constituency groups will be notified of pertinent operational changes by way of telephone or via email. The Mayor, their designee, or their successor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Massena, 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 Mayor, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Massena is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Massena

The Village has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the

critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Village of Massena have been identified as:

Essential Function	Description	Priority
Water & Wastewater Treatment Plants	Provides clean drinking water to the residents of the Village and several other surrounding communities. The Water distribution program is to ensure that the water produced by the Water Treatment Plant is delivered to all Village Water customers without interruption, at appropriate pressure and is accurately measured for billing purposes Treats 7 million gallons of sanitary wastewater per day and additionally, up to 3 1/2 million gallons per day of stormwater.	1
Police Department	Preserves the rights of all its citizens, the prevention of crime, protection of persons, property, maintenance of public order, and to respond to events that threaten public order and the protection of life and property.	1
Fire Department	Provides fire and emergency protection to approximately 12,900 citizens in the Town and Village of Massena, including large corporations such as the New York Power Authority, the Saint Lawrence Seaway Development Corporation, the Robert Moses-Robert H. Saunders Power Dam, the Long Sault Dam, miles of high voltage KV lines, Robert Moses State Park, and several shopping centers. Massena Fire also provides mutual aid to surrounding communities. Department is staffed 24 hours/day, 365 days/year.	1
Department of Public Works	Provides maintenance to all critical infrastructure in the Village such as water, sewer, stormwater, etc. Maintains streets/sidewalks, including sweeping, snowplowing, application of salt/sand, paving, etc. Collects refuse and recycle materials from residential and commercial users within the Village	1
Village Treasurer / Deputy Village Treasurer	Controls, maintains all financial matters and resources Processes weekly payroll Oversees all financial and budgetary matters, including accounts receivables and payables	1
Office Staff	Ensures the continuity of government Completes weekly payroll and human resource functions Processes accounts payable and accounts receivables Responsible for collection of water, sewer, garbage billing Receipt of Village property taxes Responsible for banking deposits daily Provides local IT services	2
Joint Recreation Commission	Maintains and operates recreational facilities within the Village	3

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Water & Wastewater Treatment Plants	<ul style="list-style-type: none"> Plant Supt. Chief W/WWTP Operator W/WWTP Operator(s)* 	<p>To ensure supply of clean drinking water to the residents of the Village and several other surrounding communities, without interruption and at appropriate pressure.</p> <p>To ensure treatment of approximately 7 million gallons of sanitary wastewater per day and additionally, up to 3 1/2 million gallons per day of stormwater.</p> <p>*Note: Rotating/staggered shifts</p>
Police Department	<ul style="list-style-type: none"> Chief Lieutenant Senior Patrol Sgt. Patrol Sgt(s).* Investigator(s)* Patrol Officer(s)* Dispatcher(s)* 	<p>To ensure preservation of the rights of all its citizens, the prevention of crime, protection of persons, property, maintenance of public order, and to respond to events that threaten public order and the protection of life and property.</p> <p>To ensure communication of all potential matters listed above to appropriate parties.</p> <p>*Note: Rotating/staggered shifts</p>
Fire Department	<ul style="list-style-type: none"> Fire Foreman Asst. Fire Foreman Firefighter/Fire-Driver(s)* 	<p>Provides fire and emergency protection to approximately 12,900 citizens in the Town and Village of Massena. Massena Fire also provides mutual aid to surrounding communities. Department is staffed 24 hours/day, 365 days/year.</p> <p>*Note: Rotating/staggered shifts</p>
Department of Public Works	<ul style="list-style-type: none"> DPW Supt. Street Supt. Asst. Street Supt. Water Foreman Asst. Water Foreman Sewer Foreman Refuse Collector Recycle Collector Mechanics 	<p>Provides maintenance to all critical infrastructure in the Village such as water, sewer, stormwater, etc.</p> <p>Maintains streets/sidewalks, including sweeping, snowplowing, application of salt/sand, paving, etc.</p> <p>Collects refuse and recycle materials from residential and commercial users within the Village</p> <p>*Note: Rotating/staggered shifts possible, as needed</p>
Village Treasurer / Deputy Village Treasurer	<ul style="list-style-type: none"> Village Treasurer Deputy Village Treasurer 	<p>Controls, maintains all financial matters and resources</p> <p>Processes weekly payroll</p> <p>Oversees all financial and budgetary matters, including accounts receivables and payables</p> <p>*Note: Rotating/staggered shifts possible, as needed</p>
Office Staff	<ul style="list-style-type: none"> Village Administrator/ Clerk Senior Account Clerk Account Clerk AP Clerk 	<p>Ensures the continuity of government</p> <p>Completes weekly payroll and human resource functions</p> <p>Processes accounts payable and accounts receivables</p> <p>Responsible for collection of water, sewer, garbage billing</p> <p>Receipt of Village property taxes</p> <p>Responsible for banking deposits daily</p>

		Provides local IT services *Note: Rotating/staggered shifts possible, as needed Some of these functions can be completed remotely
Joint Recreation Commission	<ul style="list-style-type: none"> • Recreation Maintenance Supervisor • Recreation Maintenance 	Maintains and operates recreational facilities within the Village Note: Rotating/staggered shifts possible, as needed

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.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

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
 - i. Note that phone lines may need to be forwarded to off-site staff

In response to the/a pandemic, the Village of Massena has established a Pandemic Remote Work (or telework) Policy, detailed below:

The amount of time the employee is expected to work will not change due to participation in a telework agreement. Hours of work shall remain the same unless specified in the agreement. The employee agrees to apply her/himself to work during work hours.

- A. Department Head/Manager
 - a. Serves as the sponsor of the department's telework program
 - b. Sets the tone and direction for telework policies and goals
 - c. Funds all costs associated with establishing and maintaining the telecommunication network required for remote access through appropriate budget funds. This includes computing equipment and remote access.
- B. Information Technology Department – Administrator's Office
 - a. Manages the Village's telecommunications and security infrastructure
 - b. Provides the resources for department staff to support teleworkers
 - c. Provides technical support and problem escalation for teleworkers through the Village's IT Coordinator (Lisa Tyo) and IT Company (Twinstare Technologies)
 - d. Provides options for remote access users for accessing the Village' data and telecommunication network.

C. Department Head/Manager and Supervisors

- a. Implements telework arrangements as practicable in their work areas and in accordance with the Village's policies, procedures and guidelines
- b. Provides department-level support for teleworkers to include:
 - i. **Reviews** employee requests for telework based on the suitability of the work, the employee and the work unit for telework using the selection criteria as outlined in the procedures section
 - ii. Reviewing and authorizing the required forms for approved telework arrangements and technology requests.
 - iii. Providing an environment that is conducive to the telework initiative and providing scheduling and logistical support to teleworkers.
 - iv. Obtaining feedback from these groups regarding the impact of the telework arrangement.
- c. Approves telework schedule for employees
- d. Reviews employee performance on a regular basis to ensure goals and expectations are met in a timely and efficient manner
- e. **Presents Village Mayor and/or designee agreement for their review and approval of the telework agreement**

D. Teleworkers

- a. Keeps informed of the Village's telework policy, and uses the telework program forms
- b. Remains accessible to customers, co-workers and supervisors; coordinates meetings with customers, co-workers, and supervisors in an efficient way so that it is not disruptive to the work environment
- c. Structures telework to be as transparent as possible to customers, co-workers and supervisors
- d. Plans and organizes tasks for telework for efficiency and productivity
- e. Tracks the work performed and communicates results as requested by the supervisor
- f. Develops at the minimum a proficiency in the use of the technology required for telework
- g. Manages and operates a work phone for contact and communication; appropriate messaging must be established
- h. Utilizes Microsoft teams (or other designated software) and effectively communicates with supervisors and co-workers
- i. Utilizes video conference software such as Zoom (or other designated software) to conference in during emergencies or as requested
- j. Utilizes approved computer equipment for the purpose of teleworking
- k. Provides availability to come in as deemed necessary by supervisor/management within 1 hour; time spent commuting will not be considered part of the approved working hours and will not be reimbursed
- l. Notifies supervisor for any change in status (e.g. loss of internet access, coming to work, requesting time off)
- m. Obtains supervisor concurrence before each teleworking occurrence identifying the work tasks/activities to be accomplished and also reports back to the supervisor by the following workday the actual work completed
- n. Maintains an appropriate telework work area that considers ergonomics, safety, equipment, adequate workspace, noise and potential disruptions; the teleworker's environment must be free of interruptions
- o. Maintains dependent care, as able, and provides supervisor with a plan of providing care for dependents
- p. Notifies supervisor immediately upon the event of a job-related incident or accident during telework hours; the Village does not assume responsibility for injury to any persons other than the teleworker at the telework site; auto and homeowners insurance is required and is the responsibility of the teleworker
- q. Refrains from holding business meetings with clients or customers, the public, or professional colleagues at his or her residence
- r. Completes Security Training

E. **Village Mayor/Designee**

- a. Reviews and approves proposed telework agreement posed by Department Head/Manager
- b. Monitor's teleworkers performance, availability, etc. continuously
- c. Determines if/when telework agreement approval will be withdrawn.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

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. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and 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 in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
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 or otherwise defined by the CDC/public health guidance):

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. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Mayor and Village Administrator must be notified if/when protocols are altered and are responsible for ensuring these protocols are followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Mayor and/or his designee is the decision-maker in these circumstances is responsible for ensuring these protocols are followed
- 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 should be immediately separated from other employees, customers, and visitors. They should 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. The Village of Massena will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Mayor and/or his designee should be notified immediately.
- 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 guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. 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.
- c. See the section on Cleaning and Disinfection for additional information on that subject.
- 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, their supervisor who will then contact the Mayor and/or his designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- 4. The Mayor and/or his designee should be notified immediately.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The VILLAGE 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 as frequently as possible and as necessary.
 - b. The Mayor and/or his designee will arrange to have common areas cleaned and disinfected daily
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 and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Village is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* and various **New York State emergency legislation and executive orders** provided requirements related to the COVID-19 pandemic. While the Families First Coronavirus Response Act requirement of paid time off expired December 31, 2020, the Village of Massena has resolved to extend this policy, as needed, while assessing the fluidity of the pandemic. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that the Village of Massena will follow any executive orders or pertinent, applicable law regarding paid time off for employees in or to allow for the employees to be tested for the relevant disease. **As of March 2021**, employees may be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to telework due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis. **The Village of Massena will continue to extend this policy, as needed, or as required by any executive orders and/or laws.**

Additional provisions **may exist** or be enacted based upon need and/or the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Massena, and as such are not **and will not be** provided with paid leave time by the VILLAGE, unless required by 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. Identification of locations shall include on-site work, off-site visits. This information may be used by the VILLAGE to support contact tracing within the organization and may be shared with local public health officials.

Employees will document work hours and locations, as well as those they have come in contact with, verified by supervisors, daily to support contract tracing efforts.

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 the VILLAGE'S essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the VILLAGE will coordinate with the St. Lawrence County Emergency Services office to help identify and arrange for these housing needs.