

Public Employer Health Emergency Plan



DATE: March 3, 2021

Approved: March 4, 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 the Canandaigua Police Department Gold Badge Club, Canandaigua Police Benevolent Association, Canandaigua Fire Fighter Association, and Canandaigua Department of Public Works and Parks and Recreation 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.

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As the authorized official of the City of Canandaigua, 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 5, 2021

By: John D. Goodwin



Title: City Manager

Record of Changes

Date of Change	Description of Change	Implemented by
1/14/2021	Initial Draft Completed and forwarded to Unions for comment.	John D. Goodwin
2/16/2021	Comments received from the UFFA integrated into plan. Added Closure of Public Facilities; additional PPE; mutual aid via Inter-municipal agreements	John D. Goodwin
3/3/2021	Add Acting City Manager Provision per Mayor's comments at Planning Committee	John D. Goodwin

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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 to the City of Canandaigua. 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:

- 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 City Manager of the City of Canandaigua, 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 City Manager.

Upon the determination of implementing this plan, all employees and contractors of the City of Canandaigua shall be notified by the City Manager and/or their respective Department Head, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The general public will be notified of pertinent operational changes by way of traditional and social media as well as the City’s TextMyGov system. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The City Manager’s Office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The City Manager of the City of Canandaigua, 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 City Manager of the City of Canandaigua, 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 City of Canandaigua 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 City of Canandaigua

The City of Canandaigua 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 City of Canandaigua have been identified as:

Essential Function	Description	Priority
Fire & Emergency Services	The Fire Department provides round the clock professional services for all hazards including life preservation, incident stabilization and property conservation. The Fire Department protects life and property through fire suppression, emergency medical services, hazardous material management, technical rescue, fire prevention, disaster preparedness, public education and community risk reduction.	1
Police Department – Road Patrol	Provides an essential function of public safety by responding to all emergency and non-emergency calls for service, the enforcement of laws, the prevention of crime, and the protection of life and property.	1
Police Department – Criminal Investigative Division	Provides an essential function of public safety by conducting follow-up investigations to incidents of a serious nature, the enforcement of laws, crime prevention, and the protection of life and property.	2
Police Department – Administration	Provides an essential function of management, planning and oversight of all the police department’s activities.	3
Police Department- Custodial Staff	Provides an essential function by cleaning and sanitizing the police department facility.	4
Water Treatment Plant	The water treatment plant withdraws water from Canandaigua Lake and filters and disinfects drinking water for the public in the City of Canandaigua and surrounding communities. The water treatment plant maintains an adequate water supply of water within the distribution system to maintain a system pressure of at least 20 psi for public use and firefighting needs.	1
Water Distribution	Maintain the operation of the water distribution network and provide uninterrupted supply of potable water to all users.	1

Wastewater Collection	Maintain the operation of the wastewater collection network and effectively remove wastewater from all users locations.	1
Wastewater Treatment	Maintain the operation of the Water Resource Recovery Facility and effectively treat all wastewater received at the facility.	1
Public Streets Passable	Maintain all public streets in a passable condition.	1
Solid Waste Collection	Maintain regular collection and disposal of municipal solid waste within the City.	2
Public Facilities Open	Maintain operation of designated public facilities.	2
Department of Public Works Operations	Maintain Department of Public Works operations in compliance with this Emergency Plan and standing City Policies.	2
Information Technology	Provides all hardware and software, information technology support; maintains IT infrastructure (network, servers, phones).	1

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
Fire & Emergency Services	<ul style="list-style-type: none"> • Fire Chief 	Plans, directs, manages and oversees the activities all operations of the Fire department including policy development, fiscal management, code enforcement, emergency medical services, emergency management, fire safety and fire suppression and prevention and environmental threats; and provides highly responsible and complex administrative support to the City Manager.
	<ul style="list-style-type: none"> • Fire Captains 	Oversees Shifts, Command / Supervisor when Chief is absent, responds to emergencies, assists in overseeing daily fire department operations.
	<ul style="list-style-type: none"> • Firefighters 	Responds to emergencies, prepares and maintains stations and equipment. Provides Fire Prevention and Risk Reduction activities.
	<ul style="list-style-type: none"> • PT Fire Inspector 	Code Enforcement Officer and Fire Inspector - Enforces codes.
	<ul style="list-style-type: none"> • PT Office Manager 	Over sees FD supply chain and supplies, assists with payroll and inspection program as well as other administrative tasks.
Police Department	<ul style="list-style-type: none"> • Police Chief • Lieutenant • Sergeants • Patrol Officers 	<ul style="list-style-type: none"> • Oversight and planning of all police department operations • Oversight and planning of road patrol operations • 1st line of supervision and responsibility for assigned shift/duties of subordinate officers

	<ul style="list-style-type: none"> • Detectives • School Resource Officers • Custodial Staff 	<ul style="list-style-type: none"> • 1st responding officers to all emergency and non-emergency calls for service, the enforcement of laws, the prevention of crime, and the protection of life and property. • Conducting follow-up investigations to incidents of a serious nature, the enforcement of laws, crime prevention, and the protection of life and property. • Specially trained officers responsible for police activities on school property involving emergencies, non-emergencies, guidance and mentorship to students. <p>Daily cleaning and sanitizing the police department facility.</p>
Canandaigua Water Treatment Plant	<ul style="list-style-type: none"> • Chief Operator 	<ul style="list-style-type: none"> • The Chief Operator plans, directs, manages and oversees all operations of the water plant including policy development, mechanical operation, fiscal management, and ensuring compliance with all NYS Department of Health Part V regulations.
	<ul style="list-style-type: none"> • Plant Operators 	<ul style="list-style-type: none"> • Plant Operators are responsible for the day to day running of the water plant including all necessary maintenance operations and working to ensure that all treated water meets the requirements set for in NYS DOH Part V.
Water Distribution	<ul style="list-style-type: none"> • Public Utilities Working Supervisor • Public Utility Maintenance Assistants 	<ul style="list-style-type: none"> • This staff is charged with maintaining the water distribution network, the wastewater collection network, the street lighting network and assisting with municipal building maintenance activities. All of these assignments must continue during an emergency.
Wastewater Collection	<ul style="list-style-type: none"> • Public Utilities Working Supervisor • Public Utility Maintenance Assistants 	<ul style="list-style-type: none"> • This staff is charged with maintaining the water distribution network, the wastewater collection network, the street lighting network and assisting with municipal building maintenance activities. All of these assignments must continue during an emergency.
Wastewater Treatment	<ul style="list-style-type: none"> • Chief Operator • WRRF Operators • Laborer • Lab director 	<ul style="list-style-type: none"> • This staff is necessary to maintain full operation of the Water Resource Recovery Facility for an undetermined length of time.
Public Streets Passable	<ul style="list-style-type: none"> • Streets Bureau Working Supervisor • Motor Equipment Operators 	<ul style="list-style-type: none"> • This staff maintains the streets under normal times with the assistance of staff members from other work bureaus. How many of them will be required on any given day is dependent on the time of year, the weather, and the cause of the emergency. This staff could, if warranted by a specific situation, also be augmented by the Parks Maintenance staff.
Solid Waste Collection	<ul style="list-style-type: none"> • Streets Bureau Working Supervisor 	<ul style="list-style-type: none"> • This staff of 4 MEOs provides the solid waste collection service to the residential units within the City.

	<ul style="list-style-type: none"> • 4 Motor Equipment Operators 	
Public Facilities Open	<ul style="list-style-type: none"> • Public Works Coordinator 	<ul style="list-style-type: none"> • This staff member will be charged with coordinating activities on an as needed basis to keep the essential City facilities (City Hall, Police Department Headquarters, Fire Station No. 1 and Fire Station No. 2) open. The Coordinator will draw upon all DPW staff, as needed, to accomplish this task.
Department of Public Works Operations	<ul style="list-style-type: none"> • Director of Public Works • Parts and Service Manager • Maintenance Mechanics 	<ul style="list-style-type: none"> • The Director of Public Works has oversight responsibility for the Department of Public Works, and as such needs to be available on-site to provide timely direction to the department staff related to the emergency response activities. The parts and service manager and maintenance mechanics are responsible for maintaining and repairing the department fleet, which must be kept on the road to the greatest extent possible to facilitate the departments response to the emergency.
Information Technology	<ul style="list-style-type: none"> • Director • Desktop Support 	<ul style="list-style-type: none"> • IT Director established all priorities for IT tasks and organizes staff. • IT staff provide support in setting up hardware and software, network management, help desk support. • Ensure that employees that can work from home have necessary hardware and software.
Clerk/Treasure Office	<ul style="list-style-type: none"> • Clerk/Treasurer • Deputy Clerk/Treasurer • Payroll Clerk • Account Clerk • Sr. Account Clerk 	<ul style="list-style-type: none"> • The Clerk/Treasurer's serves as the Chief Fiscal Officer, FOIL Officer, Risk Manager, Registrar of Vital Records and Clerk of City Council. • The Office is responsible for the administration and receipt of all taxes and bills, management of investments, cash management, utility billing, NYS financial reporting, weekly payroll, records management, licenses, City Council minutes, and insurance claims.
City Management	<ul style="list-style-type: none"> • City Manager • Assistant City Manager 	<ul style="list-style-type: none"> • The City Manager serves as the Chief Executive Officer, Chief Administrative Officer, Chief Financial Officer, Personnel Officer and Director of Public Safety. • Responsible for the day-to-day operation of all City departments and administration and management of the City. • City Manager's Office is responsible for providing administrative staff services including labor relations, personnel, insurance, budgeting, financial analysis, grants management and intergovernmental relations • Provides support services for the City Council

Reducing Risk Through Closure, Remote Work and Staggered Shifts

Through the closure of public facilities, assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites.

Closure of Public Facilities Protocols

The City Manager will coordinate with each Department Head and determine if closing and/or restricting access to public facilities is warranted.

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

The City Manager will coordinate with each Department Head and the IT Director to implement assign staff who will work remotely full or part of the time and/or via staggered shifts as outlined below.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of City government 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 City 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, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

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 City of Canandaigua 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

The City Manager will coordinate with each Department Head to implement and assign staff to staggered shifts.

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
- Safety glasses
- Any other recommended equipment/supplies recommended by the Department of Health and/or CDC

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

The City Manager will coordinate with each Department Head to ensure that PPE is secured and available for use with at least 60 days supply maintained in stock.

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, the following protocols are established:

- 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. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.

- b. The Department Head and City Manager must be notified 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. Department Head and City Manager must be notified and are 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 City of Canandaigua 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. Department Head and City Manager must be notified and 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 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, the City Manager or his/her 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.
4. Department Head and City Manager must be notified and are responsible for ensuring these protocols are followed

It is recognized that there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The City 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 at least hourly.
 - b. The Department Head and City Manager are responsible for ensuring these protocols are followed
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 the City of Canandaigua is committed to reducing the burden on our employees and contractors. The City of Canandaigua will comply with all federal or state laws or regulations requiring paid sick leave for periods which the employee is unable to work 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. It is our policy that employees of the City of Canandaigua will not be charged with leave time for testing, and for periods when the employee is unable to work because of

a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional or different provisions may be enacted based upon need and 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 City of Canandaigua, and as such are not provided with paid leave time by the City of Canandaigua, 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 City of Canandaigua to support contact tracing within the organization and may be shared with local public health officials.

This tracking will be done via the Time Clock Plus or any subsequent work hour reporting system/software, Work Orders, Incident Reports and Vehicle GPS systems.

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 City of Canandaigua'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, City of Canandaigua will coordinate with the Ontario County Office of Emergency Management and Ontario County Department of Health to help identify and arrange for these housing needs. The City Manager and/or his/her designee is responsible for coordinating this effort.

Mutual Aid Agreements

There are circumstances within a public health emergency when it may be prudent to have mutual aid if essential employees are sick, isolated or quarantined. The City Manager will coordinate with each Department Head to arrange inter-municipal agreements with other local governments to provide assistance if we are unable to provide staffing to ensure the health and safety of the community. The City Manager may make emergency arrangements if necessary, but should seek approval of any inter-municipal agreement from the City Council in non-emergency situations.

Acting City Manager

Per § 5.3 of the City Charter, titled *Acting City Manager*, "By letter filed with the City Clerk/Treasurer, the City Manager shall designate subject to approval of the City Council, a qualified City employee to exercise the powers

and perform the duties of the City Manager during the Manager's temporary absence or disability. The City Council may revoke such designation at any time and appoint another qualified individual to serve until the City Manager returns." The Acting City Manager Chain of Command memorandum filed by the City Manager with the City Clerk/Treasurer shall be followed in the event that the City Manager is unable to work.