

The Village of Schuylerville Pandemic Operations Plan

The following Workers are considered essential;

- Waste water treatment plant operator or assistant operator must be allowed to operate plant full time.
- Water treatment plant operator must be allowed to operate full time.
- Village office personnel including Village Clerk, Clerk/Treasurer and Joint Water District Clerk/Treasurer must work either from home or physically from the office only as necessary.
- DPW workers must continue to provide trash removal services, clear downed trees and clogged drains and be available for water or sewer emergency repairs or shutoffs.
- Fire fighters must continue to provide emergency services.
- Board members and the Mayor must continue their administrative duties for the village. Zoom or other digital platform meetings are acceptable.
- Cleaning Personnel must continue to perform sanitation and disinfecting duties as needed.
- Village Attorney must be available for advising via email phone and will attend meetings as necessary via Zoom.
- Code Enforcement Officer will continue to perform duties and will only enter the village office as necessary to obtain records.

Protocols for non-essential employees for remote work;

The village historian currently works remotely and during a pandemic may attend village meetings by way of Zoom and will continue to communicate by e-mail and phone.

Staggered work shifts for the Village Clerk, Joint Water District Clerk and the Village Clerk Treasurer are as follows;

Mondays; Village Clerk will be physically present at the office to complete the payroll and print the paychecks. Clerk/Treasurer will work remotely from home.

Tuesdays; The Water District Clerk Treasurer will be physically present at the office as necessary to complete any tasks which require his or her presence in the office and to collect any

documents that may be needed to work from home. The Clerk/Treasurer and Village Clerk will work remotely from home.

Wednesdays; the Clerk/Treasurer will be physically present at the office to sign any paper checks and collect and enter any receivables and deposit those funds to the bank. The Village Clerk will work remotely from home.

Thursdays; the Water District Clerk Treasurer will be physically present at the office to complete any tasks which require his or her presence in the office. The Clerk/ Treasurer and the Village Clerk will work from home.

Fridays; The Village Clerk will be physically present at the office to complete any tasks which require his or her presence in the office. The Clerk/ Treasurer and the Water Clerk/Treasurer will work from home.

Staggered work shifts for the DPW are as follows;

There are four DPW crew members and a supervisor.

The crew is divided into two pairs who work alternately every other day. The supervisor will check in periodically throughout the day with the members who are working that shift.

Tuesdays are trash day and all workers need to report for duty.

Any environmental, water, and sewer emergencies all workers will report for duty at supervisor's discretion.

Procurement and distribution of personal protective equipment;

The Village Clerk and or department supervisors will order and distribute any necessary PPE to any and all personnel in need of such items.

The process in the event that any employee is exposed to the communicable disease is as follows;

1. The exposed employee will quarantine per CDC or NYS DOH guidance with a negative test result (if testing is available.) They must provide documentation that they are working with their local county health department.
2. The exposed employee will be tested for the disease immediately (providing tests are available) and may not return to work until the quarantine per CDC or NYS DOH requirements are met.
3. Any employee who had direct contact with the exposed person will quarantine per CDC or NYS DOH guidance and requirements are met and may not return to work until the completion of either of the above.

Village leave policy on leave in the event that an employee requires testing is as follows;

The employee will leave work immediately on paid leave to obtain a test as soon as possible. Employee will quarantine at home until a negative test has been received.

Village leave policy in the event that an employee has either tested positive or been exposed to a communicable disease

The Employee who is forced to quarantine due to either a positive test or direct contact with a person who has tested positive will continue to receive pay regardless of whether they are able to work remotely or not. They must provide proof that they are working with their county health department to assist with contact tracing.

Protocols for documenting hours and work locations for essential employees

DPW workers will be required to check in with the supervisor when they arrive on site and before they leave. The Supervisor must be advised of their locations at all times when they are scheduled to be on site.

Village Clerk and Clerk Treasurer will be available by phone or e-mail all regular office hours unless they have requested time off. They will sign in to their office computers remotely and submit timesheets to show hours worked.

Trustees, Mayor, recording secretary will be present at workshops and village meetings via Zoom. Village Attorney will be present via zoom when necessary.

Protocols on emergency housing for essential housing for employees impacted by the disease.

Emergency housing will be provided if possible when necessary.