

# Ontario County Public Health Emergency Pandemic Plan

March 11, 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.

This plan has been developed with the input of the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Local 835, Ontario County Unit 7850, the Ontario County Police Benevolent Association, the Ontario County Sheriff's General Unit, and the Ontario County Lieutenants' Police Benevolent 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 Ontario County or of 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 Ontario County as represented by the signature of the authorized individual below.

---

As the authorized official of Ontario County, 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 to address public health emergency planning requirements.

Signed on this day: March 12, 2021

By: Christopher DeBolt

Title: Ontario County Administrator

Signature: 

# Record of Changes

Date of Change	Description of Change	Implemented by
03/11/2021	Original Plan adopted by the Board of Supervisors	Resolution # 89-2021

## Table of Contents

Promulgation .....	1
Record of Changes.....	2
Purpose, Scope, and Planning Assumptions.....	4
Purpose.....	4
Scope .....	4
Planning Assumptions .....	4
Concept of Operations .....	5
Mission Essential Functions.....	6
Essential Positions (must work on-site).....	9
Reducing Risk Through Use of Remote Work and Staggered Shifts.....	17
Remote Work Protocols .....	18
Remote Work Protocols (Department of Social Services).....	18
Staggered Shifts.....	19
Protocol for Reducing Density in Unique Departments .....	19
Personal Protective Equipment.....	21
Staff Exposures, Cleaning, and Disinfection .....	21
Exposures in the Workplace .....	21
Building System Analysis, Cleaning and Disinfection .....	24
Ontario County Leave during a Public Health Emergency.....	28
Documentation of Work Hours and Locations.....	29
Housing for Essential Employees.....	29
Testing and/or Vaccination Site .....	29

## Purpose, Scope, and Planning Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. This law was amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requiring 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 Ontario County. 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.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to follow current NYS Department of Health and CDC guidelines in effect at the time of a pandemic. The fundamentals of reducing the spread of any 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 ( at least 6 feet of space between individuals) 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 largely as a result of the 2020 Coronavirus pandemic, as of the date of publication. The plan was developed to reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks. The plan is intended to provide guidance for future public health emergencies and to support continued resilience for prevention of the spread of this disease or for other infectious diseases, which may emerge and cause a declaration of a public health emergency. This plan is not meant to be comprehensive to address all possible scenarios but is instead meant as a tool to guide appropriate

response depending on the circumstances at the time. It is not stagnant but is a living document subject to modification as needed to meet each specific pandemic crisis.

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 expect 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 County Administrator of Ontario County, designee, or 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 County Administrator.

Upon the determination of the need for implementation of this plan, all employees and individual contractors of Ontario County shall be notified by County email system and direct communication with Department Heads to implement communication systems within their respective departments (including phone trees if updated), with details provided as possible and necessary, with additional information and updates provided on a regular basis. Vendors, other contractors, other municipal jurisdictions, the media, and the public will be notified of pertinent operational changes by way of Press Releases, public television, and social media. Other interested parties, will be notified by phone and/or email as necessary. The County Administrator or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The County Administrator of Ontario County, designee, or 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 County Administrator of Ontario County, designee, or successor will direct the resumption of normal operations or operations with modifications as necessary.

### Mission Essential Functions

When confronting events that disrupt normal operations, Ontario County 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 Ontario County

The County of Ontario 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, subject to existing circumstances at the time.

The mission essential functions for Ontario County have been identified as:

<b>Department</b>	<b>Essential Functions Description</b> <i>[Note: Many depts., can perform some duties remotely, but some essential in-person work may be required]</i>	<b>Priority</b>
Board of Elections	Bi-partisan office that provides essential work during election cycle, as determined by NYS Board of Elections calendar. During non-election cycles would be considered non-essential	1  N/A
Buildings and Grounds	Maintain buildings necessary for county functions. Clean and disinfect county buildings. In warmer months maintain grounds to prevent insect and vermin infestations. In months with snow, maintain safe driveways and walkways to access county buildings.	2

Community Mental Health	Provides crisis assistance and on-going therapy to clients.	1
Conflict Defender	Provides constitutionally mandated representation in Family and Criminal courts.	1
County Administrator	Ensures continuity of operations for all county departments and services. Provides public relations, media content, and responses to resident concerns.	1
County Attorney	Legal advisor to the Board of Supervisors, the County Administrator and each Department, including Public Health, Sheriff's Office, Emergency Management and Department of Social Services. Prosecutes and defends civil matters, including cases of child abuse/neglect and juvenile delinquency.	1
County Clerk	Accepts legal documents for recording and vital transactions. Processes all DMV transactions on State run programs/systems.	2
Department of Social Services	Processes applications for the homeless and motel inspections. Investigates for fraud. Investigate cases for abused and neglected children. Conducts home visits of neglected children. Transports children in care for parental visits. Implement children and adult services. Process paperwork on State-run programs/systems not accessible remotely. Child support services and investigations. Process emergency applications and HEAP. Meet with clients in receipt of assistance, including TA, SNAP, Child care, Employment, and Emergency Services.	1-4
District Attorney	Chief law enforcement office of the County, responsible for the investigation and prosecution of all crimes and offenses committed in the County.	1
Emergency Management	Coordinates and manages response to incidents. Provides comprehensive, risk-based and coordinated emergency management prevention, mitigation, preparedness, response and recovery for major emergencies and disasters affecting Ontario County and the regional area. Resource Allocation and Tracking supplies, personnel and assets. Submission of requests to State & Federal partners through NYResponds for Supplies and assets as needed. Responds to emergencies & disasters to provide the normal duties and tasks of the office including: Hazardous Materials Emergency Response, Origin & Cause Fire & Explosion Investigation, Multi-Agency Response, Multi-Patient Incident Response and Mass Casualty Incidents.	1
Human Resources	Administer the provisions of Civil Service Law and County Rules for all civil service positions in the county. Provides oversight of personnel operations for the County, including coordinating staffing and/or policies relative to Public Health	4



	Emergency response. Implements and coordinates employee benefits including health insurance, disability, and workers compensation (for all municipalities). Investigates, monitors, and reports incidents related to employee safety.	
Finance	Essential to ensure the financial structure of the county remains in place. Necessary process of invoices and payroll.	2
Information Technology	Provides all hardware and software for the County. Provides technology support and repair. Provides access to necessary systems. Maintains the County's network and phone system.	1
Office of the Aging	Coordinates daily operations of meal delivery for senior residents. Provides essential transportation to client for medical appointments, banks, grocery store. Provides assistance with Medicare and social security applications and issues.	1
Planning	Provides assistance in implementing emergency and continuity plans. Administers NYS Building Code.	2-4
Probation	Direct supervision over sentenced offenders/respondents to provide positive guidance and behavioral modification.	4
Public Defender	Provides constitutionally mandated legal representation in Family and Criminal courts.	1
Public Health	Ensures continuation of Public Health operations in response to pandemic including investigations, contact tracing, issuing quarantine/isolation orders and inoculations. Manage other public health services including Early Intervention and Rabies response.	1
Public Works	Highway construction and maintenance including bridges and culverts; Parks – design and maintenance Sewers – continuous operation as required by Dept. of Health	1-4
Purchasing	Instrumental in coordinating purchases of essential materials and distributing to each department as needed.	4
Real Property Tax Services	Review transfer documents, deeds and survey maps to update tax map system. Process tax rolls for collection.	4
Records and Archives	Retrieve and dispose of records in accordance with Records Management system.	4
Sheriff's Office	Maintain safety and welfare within the county to preserve peace and to prevent crime and disorder. Perform mandated correction functions as required by NYS Dept. of Corrections. Prepare and process civil papers. Implements nutritional guidelines in creation of meal delivery for inmates and senior citizens. Coordinates the dispatch of emergency vehicles for all accidents/incidents in the county.	1
Sustainability and	Implements and manages county-wide sustainability initiatives.	1

Solid Waste Management	Current county employees are also located and provide service at the Landfill.	
Treasurer	Accepts payments from the public. Institutes foreclosures for non-payment of taxes.	4
Weights and Measures	Must conduct annual inspection of weights and measure devices. Implementation can be delayed depending on the nature and timing of the pandemic.	4

### Essential Positions (must work on-site)

Each essential function identified above may require 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, those that can be conducted remotely are not identified in this section. The positions listed are subject to change at the discretion of the Department Heads to meet the needs of the departments and in order to provide necessary services. The County has in the past, and will continue in the future, to shift personnel resources from one department to another as the situation, needs and availability of personnel dictate.

‘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.

Essential Function	Essential Positions/Titles	Justification for Each
Board of Elections	Commissioner (2)	Bi-partisan office that provides essential work during election cycle, as determined by NYS Board of Elections calendar. During non-election cycles would be considered non-essential N/A
	Deputy Commissioner (2)	
	Election Inspectors (200)	
Buildings and Grounds	Supervisor of Bureau (1) Project Manager (1) Building Maintenance Assistant (3) Building Maintenance Mechanic (3) Cleaner (2) Carpenter (1) HVAC Tech (2) Electrician Painter (1) Sr. Building Maintenance Asst. (2) Building Maintenance Asst. (3) Courier (1)	Maintain buildings necessary for county functions, including electrical and HVAC. Clean and disinfect county buildings. In warmer months maintain grounds to prevent insect and vermin infestations. In months with snow, maintain safe driveways and walkways to access county buildings. Delivers mail between offices
Community Mental Health  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Director of Mental Health - 1	Oversight of department and direct care when needed
	Deputy Director - 1	Supervises staff and acts in Director absences
	Supervising Psychologist - 1	Crisis coverage and therapy coordination
	Supervising Staff Social Worker - 1	Supervise staff and manage assignment of cases
	Staff Social Worker - 7	Crisis coverage and service support

	Nurse Practitioner -1 Mental Health Nurse - 2	Medication assessments
	Office Specialist I/ Secretary I – 2	Support duties, phone calls, billings
Conflict Defender	Office Specialist I - 1	Office Provides constitutionally mandated representation in Family and Criminal courts. Clerical staff must be in the office to process paperwork for the attorneys
	Vendor list attached	
County Administrator	County Administrator	Ensures continuity of operations for all county departments and services. Provides public relations, media content, and responses to resident concerns. May work on-site and remotely as appropriate.
<i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Deputy County Administrator	Acts in the County Administrator’s absence. May be required to work on-site as needed.
	Confidential Secretary	May be needed on-site at the request of the County Administrator
County Attorney	County Attorney - 1	Legal advisor to the Board of Supervisors, the County Administrator and each Department, including Public Health, Sheriff’s Office, Emergency Management and Department of Social Services. Prosecutes and defends civil matters, including cases of child abuse/neglect and juvenile delinquency. Attorneys would need to work on-site as requested and for court matters but otherwise could work remotely. Clerical staff must be in the office to process paperwork for the attorneys
<i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	First Assistant County Attorney - 1	
	Assistant County Attorney -8	
	Paralegal -3	
	Confidential Secretary/ Office Specialist II - 1	
County Clerk	County Clerk -1	Statutory position
	Deputy County Clerk -1	Acts in County Clerks absence
	Index Clerk -6	Performs required vital transactions
	Supervising Motor Vehicle Service Rep. -1	Maintain DMV office operations
	Sr. Motor Vehicle Service Rep.- 3 Motor Vehicle Service Rep. -5	All DMV transactions performed on State run programs/systems that must be accessed on-site.
Department of Social Services	Workforce Development Counselor (2) Sr. Workforce Development Counselor (2)	Workforce Development
<i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Social Welfare Examiner (28) Principal Social Welfare Examiner (2)	Meet with clients in receipt of assistance, including TA, SNAP, Child care, Employment, and Emergency Services.
	Human Services Worker (3) Clerk (1)	Process emergency applications and HEAP.
	Support Investigator (3) Supervising Support Investigator (1)	Child Support cases.

	Sr. Support Investigator (2)	
	Electronic Workstation Operator (1)	Process paperwork on State-run programs/systems not accessible remotely.
	Caseworker (2)	Implement children and adult services. Investigate hotline reports for neglected children. Conducts home visits of neglected children. Transports children in care for parental visits. Processes applications for FEDS for the homeless and motel inspections.
	Commissioner	Management of the department
	Senior Social Welfare Examiners (8)	Reviews cases for approval and supervises staff.
	Senior Clerk (1)	Meets with clients and processes applications
	Office Specialist 1 (10) Secretary I (1)	Answers phone, greets clients, makes copies of paperwork, and scans documents for remote workers.
District Attorney  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	District Attorney -1	Chief law enforcement office of the County, responsible for the investigation and prosecution of all crimes and offenses committed in the County.
	First Assistant District Attorney -1 Assistant District Attorney -11	
	Paralegal - 1 Investigator -2	
	Legal Records Clerk -1	Processes and handles legal documents, paperwork, mailings etc.
	Office Specialist I -3 Confidential Secretary – 1 Senior Clerk - 1	
	Victims Assistance Coordinator Victims Assistance Officer	Provides assistance and coordinates services for crime victims.
Emergency Management  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Director – 1 Emergency Medical Services Coordinator – 1 Office Specialist I/Secretary I Volunteer Deputy Coordinators Part-time Employees Rotational staffing may be necessary.	Coordinates and manages response to incidents. Receive shipments of Assets & supplies from DHSES, Distribute to receiving agencies & departments.
Human Resources  <i>[Note: Majority of duties may be performed remotely, but some on-site]</i>	Human Resource Clerk (1)  Safety Coordinator (1) – as needed for response to pandemic	Serves as Personnel Officer required by law to administer the provisions of Civil Service Law and County Rules for all civil service positons in the county. Provides oversight of personnel operations for the County, including coordinating

<i>duties are necessary]</i>		staffing and/or policies relative to Public Health Emergency response. Implements and coordinates employee benefits including health insurance, disability, and workers compensation (for all municipalities). Investigates, monitors, and reports incidents related to employee safety. Clerical staff must be in the office to process paperwork .
Finance  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Director of Finance – 1 Finance Clerk I – (2) Finance Clerk II – (6) Payroll Manager (1) Principal Account Clerk (3) Sr. Account Clerk (1)  Vendor List attached separately	Essential to ensure the financial structure of the county remains in place. Necessary process of invoices and payroll.  Most staff listed can perform many duties remotely but some work relative to cash payments, Audits, and disbursements will require some office work on a regular basis.
Information Technology <i>[Note: Majority of duties may be performed remotely, but some on-site duties are necessary]</i>	Technical Specialist – 1 Senior Network Analyst – 1 Business Analyst - 1	Provide all hardware and software for the County. Provide technology support and repair. Provide access to necessary systems. Maintains the County’s network and phone system.
Office of the Aging  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Human Services Worker - 1	Determination and verification of eligibility for home delivered meals, assist clients in accessing and supportive services.
	OFA Director -1 Coordinator, Services for the Aging -1	Oversight of dept. and staff. Provides insurance counseling. Needed on-site at least 2 days/wk.
	Bus Driver – 7 (min. of 4/day) Food Site Aide – 5 ( needed if congregate sites or Grab –n-Go sites are open)	Distributes meals at Grab –n-go or congregate meal sites. Transports meals to drop-off sites and to seniors on a daily basis
	Specialist, Services for the Aging -6 [need 2 in the office each day]	Assist in management of programs, conducts home assessments, arranges homecare, provide case management, caregiver counseling, and volunteer coordination.
	Office Specialist I –2 Senior Clerk - 1	Answers calls, processes paperwork, and handles mail. Need 2 in the office each day.

Planning  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Director of Planning Rotation of other staff in-office as needed	Provides assistance in implementing emergency and continuity plans.
	Code Enforcement Officer	Required to enforce the NYS Building Code, conduct construction and fire safety inspections, issue operating permits, and investigate code complaints.
Probation  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>  [assumes Day Reporting and Courts are closed]	Probation Director (1)	Direct supervision over staff. Can work remotely.
	Probation Supervisor (2)	Need at least 2 each day but can rotate between the 4 positions.
	Sr. Probation Supervisor (2)	Need at least 2 in the office each day but could rotate between in office and remote.
	Probation Officer (5)	Once court investigations completed then much work can be done remotely. State reporting requirements makes on-site work necessary for at least 5 each day.
	Probation Officer Spanish Speaking (1)	Must work on-site as needed for Spanish speaking clients.
	Office Specialist I (1)	Could be non-essential if able to complete MUNIS finance tasks remotely.
Public Defender  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Public Defender -1	Provides constitutionally mandated legal representation in Family and Criminal courts.  During maximum staff reduction need 1 Clerical position on-site at all times to process and distribute paperwork. Canandaigua office: Max 4 attorneys, 1 office spec, 1 other administrative staff, 1 investigator on site at any given time. Hopewell office: 1 attorney on site. Confidential Sec 2 evenings/week. Other evening shifts available on request. Public Defender has a list of who is assigned to which days, which is distributed to the staff via email.
	Assistant Public Defender -4	
	Confidential Secretary -1	
	Office Specialist I -1	
	Investigator -1	
	Paralegal Specialist	
Public Health  <i>[Note: Some duties may be performed remotely, but some on-site duties are necessary]</i>	Public Health Director – 1 Director of Preventive Health – 1 Director of Children with Special Needs – 1 Coordinator of Children w/Special Needs - 1 Director of Quality Improvement – 1 Public Health Educator – 1 Public Health Nurse – 7 RPN – 3 Secretary I / Office Specialist I - 2	Ensures continuation of Public Health operations in response to pandemic including investigations, contact tracing, issuing quarantine/isolation orders and inoculations. Manage other public health services including Early Intervention and Rabies response. During Pandemic all staff dedicated to crisis

		and essential staff.
Public Works	Commissioner -1 Deputy -1 Working Supervisors of Bureaus - 2 Civil Engineer -1 Professional Engineer - 1 Junior Engineer – 1 GID Specialist - 1 Heavy Equipment Mechanic – 2 MEO I-IV – 10 Parts and Service Manager - 1	Highway construction and maintenance including bridges and culverts; Depending on planned work and projects the on-site staff may vary, based on specific needs.
	Caretaker - 1	Parks –maintenance
	Supv., Bureau of Wastewater Mgmt – 1 Supv, Pump Station & Sewer Line Oper. – 1 Junior Engineer – 1 Wastewater District Supervisor - 1 Wastewater Treatment Plant Operator -1 Pump Station Sewer Line Maintainer -6	Sewers – continuous operation as required by Dept. of Health
Purchasing	<i>Most duties may be performed remotely, but staff can rotate who is on-site to process mail and paperwork.</i>	Instrumental in coordinating purchases of essential materials and distributing to each department as needed.
Real Property Tax Services	Director – 1 Real Property Appraiser – 1 Assessment Control Clerk – 2 Real Property Tax Aide – 1 Senior Tax Map Technician – 1 Tax map Technician - 1	Review transfer documents, deeds and survey maps to update tax map system. Process tax rolls for collection. (remote work is not feasible but staff could be reduced for a short time depending on the time of the year)
Records and Archives	Records Management Officer	Retrieve and dispose of records in accordance with Records Management system. Supervises office. Can rotate with Assistant
	Assistant Records Management Officer	Can rotate with the Records Management Officer.
	Document Specialist (1)	The 3 employees can rotate so at least one is in the office at all times.
SHERIFF - JAIL	Chief Correction Officer - 1	Oversee operation of Corrections, Medical, Mental Health and Kitchen. Coordinator with NYSCOC and external partners.
	Correction Lieutenants - 2	Oversee the operation of direct supervisors, review reports and documentation, policy compliance.
	Correction Sergeants - 9	Coordinates Shift assignments: schedules coverage with overtime, court transports, medical transports, suicide watch, conducts supervisory tours, and inspects logs.
	Correction Officers FT – 73	Monitors housing units, providing security

	PT- All Vacant	and maintaining control of the incarcerated population. Conducts transports, constant watch, movement / escorts, responds to grievances, conducts hearings, classifications, medication pass, and oversees legally required operations of NYSCOC.
	Cook Manager - 1	Oversees ordering and meal preparation. Coordinates scheduling of kitchen staff
	Cooks FT – 6 Cook PT - 1	Prepares approximately 100 meals three times per day for the incarcerated population and 280 for the Office For the Aging. Maintains cleanliness of the kitchen area and work with the inmate workers.
	Nutritionist - 1	Reviews menus and assists in planning the 8 week cycle to ensure appropriate daily allowances are met.
	Director of Nursing – 1	Coordinates the schedule and duties of the RN's. Observes policies to ensure compliance with NYS Law and Accreditation Standards of NYSSA and NCCHC. Maintains logs and evidence of compliance.
	Nurse Practitioner – 1	Reviews triages and Nurses notes to ensure proper medical treatment is administered. Coordinates with Doctor on cases and Community Standard of Care. Ensures appointments are scheduled for any outside treatment such as with specialists. Provides prescriptions as needed.
	Registered Nurse – 6	Meets with the incarcerated population for triages, pass medications, conducts sick call and logs all progress notes of all interactions.
	Mental Health Supervisor – 1 <ul style="list-style-type: none"> <li>• FT – 2</li> <li>• Per Diem – 2</li> <li>NPP - 1</li> </ul>	Coordinates employee schedules, review progress notes, and interacts with outside agencies for continuity of care. Provides mental health services to the incarcerated population. Provides prescriptions as needed. The availability of this vendor service has often prevented constant watches.
	Court Security Sergeant – 1	Coordinates the scheduling of Officers at County Court, Canandaigua City Court and Geneva City Court. Is the liaison with all legal providers.
	Court Security Correction Officers FT – 11 PT – 4	Maintain security at entry and inside the courts. Assists individuals in crisis and with



		other questions. Monitors Judge's safety.
SHERIFF - 911	Chief Communications Officer - 1	Oversees all operational functions of the division and communicates with external vendors who maintain critical emergency communications systems. Communicate with the NYSDHSES OIEC involving any regional or statewide issues
	Senior Communications Officers - 6	Coordinate shift assignments, supervise 911 floor operations, including but not limited to the timely processing and dispatching of calls for service, monitors and responds to issues with critical systems, makes notifications and contacts as needed
	Communications Officers, -25 fully trained (24 full time, +1 part-time), -1 CO (in training), -3 full time vacancies	Receives and processes all emergency and non-emergency calls that come into the 911 Center, uses emergency radio systems to dispatch appropriate services (primarily Police, Fire and EMS) to calls for assistance, provides Emergency Medical Dispatch instructions to those experiencing medical emergencies or traumatic injuries, uses various computer systems to locate callers, dispatch resources and monitor field unit locations
SHERIFF - ROAD	Sheriff - 1	Oversee operation of entire Office of Sheriff
	Undersheriff - 1	Oversee the operation of all divisions, policy creation and compliance, planning of and maintains budget for all divisions.
	Chief Deputy - 1	Oversee Correction and 911 Chiefs, oversee law enforcement supervisors, assist in planning and policy creation and compliance
	Lieutenant - 4	1 Lieutenant assigned to Criminal Investigation Division 1 Lieutenant assigned to Special Investigations Unit 2 Lieutenants assigned to Road Patrol Division Oversee the operation of direct supervisors and law enforcement division, review reports and documentation, policy compliance, employee schedule shift assignments
	Sergeant - 9	Manage day to day law enforcement operations, coordinate shift/ post assignments, ensure that all policy, procedures and safety guidelines are

		followed, monitors, manages and reports critical incidents, manages extra duty assignments and teams
	Investigators – 13 County Police Officers (FT) – 48 County Police Officers (PT) -31	Provide Law Enforcement services by responding to emergency and non-emergency calls via 911 dispatch. Provide proactive enforcement of Federal, State and Local laws. Investigation and prosecution of reported criminal activity. Provide security for local school districts and business through SRO program and duty assignment to Eastview Mall. Provide security to Town Courts during open sessions. Provide specialized traffic enforcement to towns within Ontario County. Provide mandated Civil Process within Ontario County.
	Confidential Secretary – 1 Clerical – 7  [Note: these positions may be able to perform some work remotely at the Sheriff's discretion]	Confidential secretary maintains all personnel records and files, manages day to day business of the Sheriff Clerical maintain all business records and files produced within the Office of Sheriff. Civil clerical maintain all civil filings and processes, monies collected, paid, and due, court orders and warrants received and executed
Sustainability and Solid Waste Management	Landfill Attendant (1)	Office staff can work remotely but employees stationed at the Landfill must work on-site for recycling and landfill initiatives.
	Recycling Equipment Operator (1)	
	Working Supervisor (1)	
	Motor Equipment Operator IV (2)	
Treasurer	For security purposes and the handling of money at least 2 staff will be in the office at all times.	Accepts payments from the public. Institutes foreclosures for non-payment of taxes.
Weights and Measures	Could be considered non-essential for a period of time. Must conduct annual inspection of weights and measure devices but implementation can be delayed depending on the nature and timing of the pandemic.	

## Reducing Risk Through Use of Remote Work and Staggered Shifts

In the event that State or local authorities mandate a reduction in office staff and an increase in social distancing measures in the workplace, Ontario County will comply with such federal, state, and local orders to the extent they are applicable to government services and will follow the intent of such orders as much as possible. In the event there are no required reductions in employee density, the County will

continue to utilize its *Alternative Work Arrangement Policy* for both remote work arrangements and any flexible scheduling that may be mutually agreed upon by the employee and the Department Heads.

### Remote Work Protocols

Through assigning certain staff to work remotely, we can reduce density at work sites. The Ontario County IT Department will be responsible for ensuring that all non-essential employees can accomplish their functions remotely to the greatest extent possible. The following protocol was implemented and tested during the Coronavirus pandemic and will continue to be utilized for future public health emergencies.

In 2020, Ontario County adopted the *Alternative Work Arrangement Policy (which is incorporated by reference)* and can be found on the County portal under “Policies”

[<https://intranet.co.ontario.ny.us/awapolicy>]. This policy clearly defines the responsibilities and expectations for such arrangements for both employees and management. The policy also sets forth the process for approval and notification to the IT Department for employees authorized to work remotely.

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 by Department Heads of staff who can work remotely.
2. Approval and assignment by Department Heads of remote work.
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
    - i. Any County-owned laptop will utilize device encryption for security purposes.
  - b. Necessary peripherals, such as monitors and docking stations.
  - c. Access to VPN and/or secure network drives for County-owned devices. Increased licensing as needed to cover remote employees.
  - d. Personally-owned desktop computers or laptops can be utilized.
    - i. Employee must show proof of endpoint protection on their personal device to IT.
    - ii. Personal devices can access the County’s virtual desktop (VDI) system and/or webmail server.
    - iii. VPN access will not be granted for personal devices.
  - e. Access to software and databases necessary to perform their duties
  - f. Use of Jabber or alternative app for telephone communications to forward internal extensions to external devices, such as cell phones.
    - i. Note that phone lines need to be forwarded to off-site staff if Jabber is not in use.
4. Each Department Head will establish a procedure within their department to ensure distribution of paper materials and mail is distributed to employees working remotely, as needed.

### Remote Work Protocols (Department of Social Services)

The Department of Social Services (DSS) provides critical services to the community that are even more vital during an emergency. Assorted NYS agencies dictate the programs and services DSS must provide and how they are provided. DSS staff whose job duties allow for remote work will be encouraged to do so at the greatest extent possible. Identifying remote staff will be done in coordination with those state agencies. The Commissioner or her designee will approve all remote work schedules based on

recommendations from program supervisors. The supervisors will be responsible for assignment of remote work. Work processes and protocols may need to be reconfigured to maximize the availability of remote work.

DSS staff relies on a state network and applications to complete their work. All staff who can work remotely have received tokens to allow them to access the state network remotely using their home computers should the need arise. State agencies do not permit printing of agency information on personal computers, so peripherals are limited. The County's IT staff coordinate with NYS ITS to provide support to DSS users.

All DSS staff likely to work remotely have or will download the app on their phones to allow for all work-related calls to be available.

### 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, Ontario County 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 for which work hours will be staggered
2. Approval and assignment of changed work hours by mutual agreement of the employee and the Department Head.
3. Department Heads will provide notification to Human Resources and to IT of any additional building or computer access that may be needed to facilitate staggered shifts during non-core business hours.

### Protocol for Reducing Density in Unique Departments

Several departments have formulated department-wide plans for the reduction of staff operating within the building and may be used as guidance for future pandemics.

#### **County Clerk:**

The County Clerk and the Deputy County Clerk will remain responsible for the everyday operations of the County Clerk's office. To the extent possible all Non-Essential employees will be able to access and execute transactions remotely.

#### **County Clerk [DMV]:**

In the event a reduction of in-person workforce is required, staff will be rotated in shifts of two employees in the office per day. This would reduce office staff by two-thirds. Should an employee have a need to take time off they can be replaced by someone from the other shift, always keeping two employees in the office at one time.

#### **Department of Social Services:**

The Ontario County Department of Social Services has created detailed unit plans for reducing in-office staff in the event there is a need for additional social distancing or staggered workdays. Employees

should consult their supervisor for detailed instructions related to their department operations. Most staff can perform most parts of their jobs remotely as long as staff is available in the office to provide the documents to them. Even though more than 50% of staff can be considered non-essential, strictly because they can perform their work off-site, the work they perform is critical to health and safety and could not be suspended for any length of time. On-site work assignments and office locations may be modified to limit the number of staff in the office at one time and maximize use of space. The Commissioner or designee will notify supervisors of changes in number of staff that can be in the office at one time.

DSS is required to be open to the public during normal business hours (8:30 – 5:00). During that time, clients must be assessed for emergency needs and services provided accordingly. DSS has 2 offices – the main office in Canandaigua and the satellite office in Geneva. The Department has an optional 4-day work week which reduces the number of staff in the office. In addition, 2 shifts could be introduced; 6:00 am – 2:00 pm and 11:00 am – 7:00 pm. This would allow for the maximum number of staff meet with the needs of clients in need of service.

The Geneva office is small and contains exclusively essential staff (SWEs, supervisors and clerical). Other departments in the building do not use their designated space during emergencies, so DSS staff can move to those offices to reduce crowding. Staff can also relocate to the Canandaigua office where there is more room. If both the 4-day work week and shifts were implemented for all staff, the staffing would range from 4 to 11 in the office at the same time.

**Emergency Management Office:** The Safety Training Facility will be closed for non-essential meetings and trainings. Staff will rotate on-site to perform only essential functions as needed.

**Finance:**

Will develop a calendar of staff shifts to clearly indicate who is allowed in the office on any given day. No two staff members with the same responsibilities will be on-site at the same time.

**Human Resources:**

The office will provide services by appointment only. A log of appointments will be kept specifying the date and time of appointment and all persons in attendance.

**Sheriff's Department:**

County Police Officers will handle as much as possible by phone calls. On complaints, they will ask people to exit buildings whenever possible and practice social distancing. PPE's will be utilized. If needed, the Jail Building will close to all non-essential persons. Should the need arise Investigators and County Police Officers assigned to patrol may be moved to the Jail Building to reduce personnel at 74 Ontario Street. All Uniformed Staff currently work on three different shifts limiting the density at the worksite. If necessary, the remaining personnel working set schedules can also be changed to staggered shifts to reduce density.

## 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. The type of PPE needed is dependent on the duties being performed. PPE which may be needed can include:

- Masks/face covers (tight fitting over nose)
- N95 masks
- Face shields
- Gloves (nitrile or latex)
- Goggles/safety glasses
- Disposable gowns and aprons

Protocols for providing PPE include the following:

1. The Safety Coordinator and Emergency Services Director with assistance from Department Heads will identify the need for PPE based upon job duties and work location.
2. Procurement of PPE
  - a. Ontario County 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. Supplies will be purchased in accordance with the Ontario County Purchasing Policy unless an emergency exception has been triggered or authorized.
  - b. The Purchasing Director, in coordination with the Emergency Management Office and Public Health will ensure that the County has an adequate supply of PPE by maintaining a reliable list of suppliers and backup suppliers.
  - c. The Director of Finance may recommend a reserve fund specifically to address the increased cost of PPE and cleaning supplies during a pandemic.
3. Storage of, access to, and monitoring of PPE stock will be administered by the Supervisor of Buildings and Grounds and the Emergency Management Director.
  - a. A minimum of 60 days of stock of PPE for both, essential County employees, contractors and Emergency Medical Service Agencies must be stored in a manner which will prevent degradation. Stock will be rotated from storage into general use to assure shelf-life is maintained.
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency. Requests for distribution of PPE should be made to the Supervisor of Buildings and Grounds.
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates. The Emergency Management Office will monitor and track the supply and work with the Purchasing Department to replenish as needed.

## Staff Exposures, Cleaning, and Disinfection

### Exposures in the Workplace

Despite best efforts and safety protocols Ontario County is at risk of having an employee or contractor be exposed to the communicable disease which is the subject of the public health emergency. County

employees/contractors that have been identified as a close contact of a positive case or that are notified that they have tested positive for the communicable disease must notify their supervisor immediately on the day of notification. If the employee receives notification during on-site work duties, they will leave the workplace and go home to quarantine after notification to their supervisor. 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 quarantine 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. Department Heads must notify the County Administrator and the Director of Human Resources of any known employee who is has been exposed to a known case of a communicable disease.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
  2. Recall of Essential Workers from Quarantine.

CDC guidelines for COVID-19 provide that critical essential workers may be permitted to continue to work on-site following potential exposure, provided they remain symptom-free and additional safety precautions are taken to protect them, other employees and contractors, and the public.

    - a. At minimum 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 NYS Department of Health or public health protocol at least 3 times per shift, as practical.
    - d. If at any time they exhibit symptoms, the employee must be immediately separated from others and sent home to contact their physician and resume their quarantine.
    - e. In consultation with Public Health, additional safety protocols may be implemented as required by the position and work being performed.
    - f. The applicable Department Head and the Director of Human Resources must both agree to the determination of an essential worker and the recall of an employee subject to quarantine. If recalled, the Department Head is responsible for ensuring that all additional safety protocols are adhered to by the employee.
- 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. Unless there is a recommendation from the CDC/public health officials to do so Ontario County will not require symptomatic employees to provide a negative test result for the disease in question to return to work; but they must provide a healthcare provider's note of their alternative diagnosis or to qualify for disability leave.
5. NYS DOH criteria for a communicable disease provides that persons exhibiting symptoms may return to work if at least 48 hours have passed since the last instance of fever without the use of fever-reducing medications and they have been released from isolation orders. Depending on the disease in question other public guidance shall be referenced.
6. Employees will keep Supervisors apprised of their health status each day they are out of work. Supervisors will keep Department Heads updated regarding all employees who are out of work because they are symptomatic.

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. NYS DOH guidance for a public health emergency 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. NYS DOH/public health guidance for the disease in question will be followed.
  - b. The Department Head will contact Buildings and Grounds to ensure that 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 Ontario County Public Health Department will inform all contacts of their possible exposure.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. Department Heads must notify the County Administrator and the Director of Human Resources of any known employee who is has tested positive for the communicable disease.

Ontario County recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. Ontario County will follow



NYSDOH/public health recommendations and requirements and coordinate with our Ontario County Public Health for additional guidance and support as needed.

### Building System Analysis, Cleaning and Disinfection

During the initial phases of any infectious disease outbreak, it is important for building managers to consult CDC guidelines. Initially, focus efforts on the following: building ventilation, air filtration, disinfection and cleaning protocols when spaces are potentially contaminated. As the pandemic continues, protocols will likely be updated and measures taken early in the pandemic may no longer be necessary.

#### **Step 1 - Determine building access needs and responsible departments:**

**Lead Department: Building User groups and County Administration**

Consider the following:

- a. Eliminate exposure – who can work from home? What area of building can we shut down?
- b. Permit entry only to those that need to be in the building; reduce/eliminate public access
- c. Manage flow of people through the building
- d. Determine protective gear to be used in each building
- e. Post signage at building entrances noting protocol in areas and protective gear required

Once the building access protocols have been determined, communicate information to the Commissioner of Public Works.

#### **Step 2 – Develop a strategy for each building**

##### 1. Planning

A. Review each occupied building ventilation system to maximize air flow.

Responsible Department: Buildings and Grounds Mechanical and HVAC staff.

Lead Employee: Senior Building Maintenance Mechanic.

B. Institute a cleaning protocol for cleaning and disinfecting.

Lead Employee: Supervisor, Bureau of Buildings & Grounds

Implementation: Lead Department: Department of Public Works/B&G Bureau Buildings and Grounds  
Cleaners and Maintenance personnel with support from other departments such as  
Weights & Measures, Courier

Lead Employee: Senior Building Maintenance Assistants

##### 2. Building System HVAC

Meet with building staff and management to develop HVAC processes by building to determine best ways to increase ventilation. Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.

Increase airflow to occupied spaces when possible.

Turn off any demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours.

Open outdoor air dampers beyond minimum settings to reduce or eliminate HVAC air recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold, hot, or humid weather.

Improve central air filtration:

Increase air filtration to as high as possible without significantly reducing design airflow.

Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass. Use the highest efficiency HEPA/MERV compatible with the filter rack and seal edges to limit bypass.

Check filters to ensure they are within their service life and appropriately installed. (Restock filters from Grainger & RP Fedder)

Ensure restroom exhaust fans are functional and operating at full capacity when the building is occupied.

Inspect and maintain local exhaust ventilation in areas such as kitchens, cooking areas, etc. Operate these systems any time these spaces are occupied. Consider operating these systems, even when the specific space is not occupied, increase overall ventilation within the occupied building.

Consider portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning. Keep systems running longer (24/7).

### 3. Cleaning and Disinfection

At any point during the pandemic, the recommendation on cleaning standard may change. Without much knowledge on the virus, the assumption will be to clean “in excess” and modify as building occupancy and disease transmission protocols change.

#### A. Planning/Strategy

- 1) Using floor plans for each building to identify spaces that require additional cleaning and disinfection (C&D)
- 2) Identify materials and sources
- 3) Identify staffing allocation. Enlist assistance from other departments
- 4) Identify by building, spaces cleaned by employees and public spaces cleaned by B&G staff.
- 5) Identify supplies, prices, stock available, delivery lead time on gloves, detergent, disinfectant and other cleaning products
- 6) Examine all construction sites and arrange PPE for all county inspectors and operators

#### B. Cleaning Products

- 1) Disinfectants - Sodium Hypochlorite (bleach) – 1 to 10 dilution bleach or 1000 ppm.  
5 tablespoons (1/3 cup) of household bleach per gallon or 4 teaspoons per quart of water.

- 2) Granular Chlorine – See manufacturer instruction (manufacturer Det-Sol 5000 or Diversal)
- 3) Alcohol – Ethyl Alcohol 60% minimum or Isopropyl/Alcohol 70% (use ethyl alcohol if available)
- 4) Other products: Germicide with tuberculocidal claim on the label
- 5) Secure gloves, PPE through Public Health/Emergency Management and sources shown below

#### C. Product Sources

- 1) Cleaning Solution  
Eaton, Hill & Markes, Hillyard, Lowes
- 2) Hand sanitizer/disinfectant wipes  
Hill & Markes, Grainger, Wegmans, Eaton, Uline  
Aloe from Essential Oil in Portland Oregon
- 3) PPE/Sneeze Guards  
Lowes, Public Health, Emergency Management, Eaton, Hill & Markes
- 4) Signage  
Printing & Laminating – Canandaigua Quickprint  
Sidewalk markers – Fingerlakes Tourism  
Tape, other - Grainger
- 5) Equipment  
Electronic Sprayer – LIBCO/Northeast In 1-888-688-2845
- 6) Procurement/Storage/Stock
  - a. Identify a Procurement Manager to work with Purchasing to facilitate purchase
  - b. Identify a place to stock material and maintain a 30 day supply of material and product.  
Rotate stock from storage into general use to assure shelf-life is maintained.

#### D. Labor and Staffing

- 1) Contractors – Atalian Global Service and Ontario ARC.  
Provide general cleaning and touch point cleaning in the evening
- 2) County Staff
  - a) Jail staff are responsible for all areas to clean and disinfect more frequently than done by the contract cleaning staff
  - b) Identify 8 staff persons (all public works departments, couriers, W&M can contribute staff). Disinfect frequently touched surfaces midday.  
Hopewell campus: 2 persons, 3 hours  
Cdga Campus: 2 person, 4 hours  
Public Safety Building: 2 person, 1 hour
- 3) Staff Training and General Guidelines
  - a. General Precautions
    - i. Cleaning staff should not touch their face while cleaning and until they can wash their hands.
    - ii. Cleaning staff should wear designated work clothes and disposable gloves when cleaning and handling trash or disinfectants. Cleaning staff should

- change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- iii. Clothing worn while cleaning should be placed in a plastic bag until it can be laundered.
- iv. Laundering should be done as soon as possible, and can be done safely at home.
- v. Cleaning staff should thoroughly wash their hands with soap and water for at least 20 seconds after gloves are removed.
- b. Develop policies to protect workers and train cleaning staff on-site before giving them cleaning tasks.
- c. Training should include when to use masks, gloves, and other personal protective equipment (PPE); what personal protective items to use; how to put these items on and take them off the right way; and how to wash or throw them away if needed.
  - See CDC: Using Personal Protective Equipment (PPE)
- d. Staff who is responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids-blood, vomit, feces, and urine.

All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace, in accordance with OSHA: Hazard Communication Standard. Comply with OSHA: Standard on Bloodborne Pathogens, including proper disposal of regulated waste, and OSHA: Standard on Personal Protective Equipment.

#### E. Cleaning Procedure

- 1) Clean and disinfect surfaces and objects that are touched a lot at least daily. Clean more often if they are touched a lot by different people. Items may include:
  - Door knobs and handles
  - Stair rails
  - Desks and chairs
  - Tables and chairs
  - Countertops
  - Handrails
  - Light switches
  - Push buttons on vending machines and elevators
  - Shared equipment
  - Keep housekeeping surfaces (e.g. floor, walls) visibly clean
- 2) It is not necessary to always use disinfectants when cleaning surfaces that are not touched a lot, such as floors, bookcases, tops of filing cabinets, etc. Soft surfaces, such as carpets, rugs, and drapes can be cleaned on a regular schedule, using soap and water or a cleaner appropriate for the material.
- 3) Disinfecting with bleach and water (5-10% solution), is the most cost-effective way to disinfect surfaces.

1. Bleach should be mixed fresh each day used. Put piece of tape on the bottle and label with the date when made. It should be discarded the next day.
2. Let sit for a short amount of time, then rinse disinfectant-treated surfaces, especially those treated with phenolics, with water. In order to avoid respiratory irritation.
3. Be careful about using bleach on surfaces that may be damaged (e.g. some wood surfaces.) Use other cleaners, if bleach may damage the surface.
- 4) Use disinfectants in accordance with the manufacturer's instructions, including recommendations for dilution, contact time, shelf-life of batch, and care in handling.
- 5) Detergent and water are adequate for cleaning surfaces in areas where contamination is not as common. Detergent and water can also inactivate most viruses over time.
- 6) Follow proper procedures for effective use of mops, cloths, and solutions including cleaning after use and allowing to dry before re-use.
- 7) For any horizontal surfaces that are not being cleaned and disinfected, wet-dust daily by moistening a cloth with a small amount of a hospital detergent/disinfectant.
- 8) Do not spray (i.e. fog) occupied or unoccupied rooms with disinfectant. This is a potentially dangerous practice that has no proven disease control benefit.
- 9) When cleaning, wear gloves and wear a surgical or procedure mask in accordance with droplet precautions when cleaning a room that has potentially been contaminated. Gowns are not necessary for routine cleaning.

#### F. Waste Disposal

- 1) Contain and dispose solid waste in accordance with County procedures and regulations.
- 2) Utilize plastic bags in waste container. When discarding either use tie wrap around top to close bag, or tie top into knot.
  - a. When handling waste or waste containers, wear rubber gloves and perform hand hygiene after completing waste disposal. If applicable use COVID-PPE. COVID-PPE could include gloves, medical masks, goggles or a face shield, and gowns.
- 3) Avoid touching eyes, nose, mouth, or exposed skin with contaminated hands (gloved or ungloved); avoid touching surfaces with contaminated gloves and other (e.g. doorknobs, keys, light switches). If surface is touched during waste disposal, clean surface with appropriate disinfectant afterwards.

## Ontario County Leave during a Public Health Emergency

Public health emergencies are extenuating and unanticipated circumstances in which Ontario County is committed to reducing the burden on our employees and contractors. This policy may be altered based upon changes in law or regulation, as applicable.

In accordance with current New York State law, Employees may be provided with up to two weeks (75 or 80 hours for full-time employees, average of hours for part-time employees) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to being the subject of a public health order of quarantine/isolation. This provision is not applicable if an employee is able to effectively work remotely and the need exists for them to do so.

Additional 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 Ontario County, and as such are not provided with paid leave time by Ontario County, unless required by law. Services provided under contract may be completed remotely, if possible and if acceptable to both parties.

## 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 and off-site visits. This information may be used by Ontario County to support contact tracing within the organization and may be shared with local public health officials.

As applicable, employees will continue to utilize timesheets, the COSS system (Jail), or the POSS system (Road) to document hours worked and leave taken for each work day. Logs of in-person appointments for visitors and clients will be kept in each department specifying the date and time of each appointment and all persons in attendance.

Employees that conduct off-site visits will continue to provide location information as required by department directives. Public Safety personnel will continue to be tracked through the 911 CAD system.

## 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 Ontario County's essential operations.

If such a need arises, campus housing at Finger Lakes Community College is expected to be the most viable option (assuming that students have been sent home). If campus housing is not available hotel rooms will be the next consideration. If for some reason neither campus housing nor hotels are deemed not practical or ideal, or they are not available, Ontario County will coordinate with Ontario County Emergency Management Office to help identify and arrange for these housing needs. This effort will be coordinated by the Ontario County Emergency Management Director, the Deputy County Administrator and the Deputy Director of Human Resources.

In certain areas, such as the Honeoye and Canandaigua Wastewater Treatment Facility, 911, and the Jail, where operations continue 24/7, it may be necessary for mobile housing trailers to be brought on site to serve as employee housing. Meyer's RV Superstore has two locations (Churchville and Farmington) in Ontario County that have rental campers. Wilkins Recreational Vehicles in Victor (585-924-9161) also has rentals.

## Testing and/or Vaccination Site

For the Covid-19 pandemic the CTC facility was used for both virus testing and vaccination. The attached maps and plans may be used as guidance for future pandemics.

[COVID Testing Clinic Map](#); [COVID Vaccine Clinic Map](#); [CTC COVID Floor Plan](#)