

Village of Hilton Corona-Virus Action Plan (COVID-19) March 12, 2020 (revised May and August 2020)

The following is an action plan for the Village of Hilton to follow when deemed necessary to implement when dealing with the Coronavirus (COVID-19).

1. Levels of Actions
2. Personnel, health Assessment and Education
3. Essential Services/Employees, remote working
4. Community Center/Tenants/Village Office/Lodge
5. Resources
6. Costs
7. Vacation
8. Emergency housing
9. Whistle blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan

1. Levels of Actions

The Village of Hilton needs to develop a process to activate levels of response to this public health issue. This will allow a coordinated effort and response by the Village of Hilton. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active monitoring:

No cases in Monroe County

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and board members
- Continue to monitor communication with Monroe County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel

- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events

Level 2: Containment

Cases identified in Monroe County

- Increase disinfection process at all Village of Hilton facilities
- Develop contingency plans and review business continuation plans
- Continue all level 1 activities

Level 3: Mitigation

Confirmed cases among employees, board members and staff of Community Center tenants

- The effected building will close for 24 hours while the local Department of Health investigates and sets forth a plan for further precautionary measures that the village must take to limit exposure
- Potentially cancel all Village events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas
- Communications to Community and Employees

2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the Village of Hilton. **We encourage all to practice the following healthy behaviors:**

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.

Employees are to submit their health assessment each day prior to the work shift beginning. Answer each question and take/record their temperature and initial calendar for each day (attached).

Employees should notify their supervisor and not report to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, Covid-19 test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

The village will maintain flexible policies that permit employees to stay home to care for sick family members.

The village will pay all employees COVID19 sick time for any COVID19 related situation/illness. This will not be counted against the employee's sick time. This is per management's approval.

Education

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Advise employees before traveling to take certain steps:
 - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China can be found on the CDC website.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consular officer can help locate healthcare services.
- Remote working: The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to the handbook for use on Village owned equipment). The Village Manager will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Village Manager will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

3. Essential Services for the Village of Hilton:

The Village has identified essential/ non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Village owned laptop devices. However, the Village Manager will devise a staggered work schedule for the DPW, Office and Code Enforcement to limit the number of employees in direct contact. The DPW crew can work in two separate crews and the Village Office can stagger shifts and workdays to minimize contact between employees.

Essential services are:

Office:

- Communications to village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes, water billings
- Payroll
- Vouchers
- Budget preparation
- Cleaning and disinfection of Community Center

Code enforcement

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits

Fire Marshall

- Inspect structural and electrical damage caused by fire
- Inspect building damage weather events or accidents
- Fire emergencies
- State required inspections

DPW

- Trash collection/Recycling
- Village owned property maintenance (mowing, shoveling snow)
- Water leaks
- Sewer blockages
- Lift station issues
- Water samples twice monthly
- Sewer lift station weekly maintenance
- Weather related
 - Flooding
 - Wind
 - Power outages
 - Snow/ice

Essential employees identified:

All DPW Employees
Village Manager
Village Clerk
Village Treasurer
Code/Building/Fire Enforcer
Deputy-Clerk
DPW clerical assistant
Community Center maintenance and custodial staff

Non-essential identified (to work remotely and on site when appropriate)

Water billing Clerk
Full-time Office Clerk
Historian
Village and Zoning Board members

4. Modify Community Center/Village Office/ Jennejahn Lodge/ Community Center Tenants

The Village will evaluate the opening of the Community Center, Village office and lodge each month at the Village Board meeting and determine whether to open the Facilities. Currently, all facilities are closed to the public until October 31, 2020. The Village office is open by appointment only.

5. Resources

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Monroe County Department of Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information

6. Costs

The Village of Hilton will track costs throughout this event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

7. Vacation: Employees will follow the State guidelines for traveling and adhere by the recommendations.

8. Emergency housing: Monroe County offers emergency housing if needed when home isolation is not available.

9. Whistleblower: The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding Covid-19 related issues if the employee does not feel they can communicate with their supervisors and or Mayor/Vice Mayor.

10. Personal protective Equipment: The Village will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Departments may vary from what is required.

11. Public Meetings: The Village will follow the Governor’s guidelines on public meetings. The Village if possible, will offer in person meetings with social distancing as well as offering zoom meetings for residents/guests.

12. De-escalation of the Action Plan

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Village needs to remain in contact with NYS Department of Health and Monroe County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.

This policy does not replace any language in the Village of Hilton Employee handbook.