

**Village Board
Special Meeting 5:00 p.m.
March 13, 2020**

Present: Mayor Lee, Trustees Zabelny, Fowler, Speer
Village Manager/Clerk Shari Pearce
DPW Superintendent Mike McHenry
Code Enforcement Officer Mike Lissow
Deputy Clerk, Amy Harter

Absent: Trustee Gates

Guest: Tom Venniro

Mayor Lee called the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence. The purpose of this meeting was to discuss the COVID 19 Action Plan.

Recreation Report

Recreation Commission: Tom Venniro explained his office is cancelling their programs. They will limit their staff as directed by the Town of Parma.

COVID 19 Action Plan

Mike McHenry provided a written document to implement an action plan to deal with the Corona-Virus. Minor changes were made by the Board as they deemed appropriate. The final copy is at the end of these minutes.

Resolution to accept the COVID 19 Action Plan as amended, made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 4-0.

Resolution to enact the COVID 19 Action Plan at Level Two, made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 4-0.

Resolution to authorize the Treasurer to pay all staff including full-time and part-time their full wages regardless of time worked each week during the crisis time period, which is deemed by the State and County. Sick time will be exempt from all accruals relating to the COVID-19 Virus. Trustee Zabelny made the motion, seconded by Trustee Fowler. Carried unanimously 4-0.

Adjournment

Trustee Zabelny made a motion to adjourn at 6:40 p.m., seconded by Trustee Speer. Carried unanimously, 4-0.

Respectfully Submitted,

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

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

1. Levels of Actions
2. Communications to Community & Employees
3. Housekeeping and Employee Education
4. Essential Services the Village of Hilton must Provide
5. Modify Community Center Users/Tenants
6. Resources
7. Costs
8. 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 & 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 & board members
- Continue to monitor communication with Monroe County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff & board members
- Review & update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work related travel
- Potentially limit gatherings >25 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 & review business continuation plans
- Continue all level 1 activities

Level 3: Mitigation

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

- The effected building will close for 24 hours while the local Department of Health investigates & 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 in order to maintain services & which can work from home
- Perform a deep cleaning of all areas
- Communications to Community & Employees

2. Communications to Community & Employees

Preventing the spread of illness is a community responsibility & needs to be a priority of the Village of Hilton, especially at this time. **We encourage all to practice the following healthy habits:**

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

Employees are to notify their supervisor & not to show up to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. They are not to come to work until they are free off fever (greater than 100.4F or 3.8C), signs of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

The village should maintain flexible polices that permit employees to stay home to care for sick family member.

The village should consider during this time to modify our full- time employees sick time policy and possibly providing part-time employees sick time.

3. Housekeeping and Employee Education

- Emphasize staying home when sick, respiratory etiquette & 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 & water for at least 20 seconds. Soap & water should be used preferentially if hands are visibly dirty.

- Provide soap & 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 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 & 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. However, US embassies, consulates & military facilities do not have the legal authority, capability and resources to evaluate or give medicines, vaccines or medical care private US citizens overseas

4. Essential Services the Village of Hilton must Provide

Due to the possibility that a large number of employees could be absent at one time the village has provided essential services the village must maintain.

Office:

- Communications to village residents, agencies, Village Board, staff
- Answer phones & e-mails
- Receive payment of bills
- Payment outgoing bills
- Payroll
- Cleaning & disinfection of Community Center

Code enforcement

- Inspections of current construction
- Issuance of new permits

Fire Marshall

- Inspect structural & electrical damage caused by fire
- Inspect building damage weather events or accidents

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

5. Modify Community Center and Jennejahn Lodge Users/Tenants

(Senior Center, Tax Preparer, Recreation Dept, Day-Care, Dance Studio, Food Shelf, Topps, Others)

The Village may have to evaluate the use of the Community Center with public safety in mind & determine whether to allow the tenants to use the building in normal operations.

6. Resources

- Center of Disease Control & 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

7. Costs

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

8. 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 & Monroe County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.