

DRAFT

Public Employer Health Emergency Plan for Town of Wilton, New York

date of approved plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of members of the board of the Town of Wilton, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or board resolution, or the rights and benefits which accrue to employees through board resolution.

This plan has been approved in accordance with requirements applicable to the Town of Wilton, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Wilton, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: **date**

By: **name of signatory**

Signature: _____

Title: **title of signatory**

Record of Changes

Date of Change	Description of Change	Implemented by

DRAFT

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope	4
Situation Overview	4
Planning Assumptions	5
Concept of Operations	5
Mission Essential Functions.....	6
Essential Positions	6
Reducing Risk Through Remote Work and Staggered Shifts.....	6
Remote Work Protocols	6
Staggered Shifts.....	7
Personal Protective Equipment.....	7
Staff Exposures, Cleaning, and Disinfection	8
Staff Exposures	8
Cleaning and Disinfecting	10
Employee and Contractor Leave	10
Documentation of Work Hours and Locations.....	11
Housing for Essential Employees.....	11
Appendix	12

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Wilton. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor and Human Resources (HR) 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 immediately disposed
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Referring to and being familiar with other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission-essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Town Supervisor for the Town of Wilton, his or her 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 Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Wilton shall be notified by phone and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Employees will be notified of pertinent operational changes by way of email and publication on the Town website and personnel manual. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor, his or her designee or successor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Wilton, his or her 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 Town Supervisor for the Town of Wilton, his or her 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, the Town of Wilton is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Wilton

The Town of Wilton 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, and priority 4 identifies functions that are essential, but least among them.

The mission essential functions for the Town of Wilton have been identified by essential function and are presented in the Appendix to this document. The Town of Wilton has prioritized all functions as priority 1.

Essential Positions

Each essential function presented in the Appendix requires certain positions on-site to effectively operate. The Appendix identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop

- b. Necessary peripherals
- c. Access to VPN and/or secure network drives
- d. Access to software and databases necessary to perform their duties
- e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Protocols used to implement remote work are presented by essential function in the Appendix to this document.

When possible, essential staff may be assigned to work remotely for part of their work week to mitigate exposure. Further, business hours and locations of Town government may be altered to best accommodate public health protective actions for employees and the public. Building access and the means by which the public interacts with Town employees may be modified in order to support these protective measures. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone or other means. Protective measures will be taken in accordance with County and State Health Officials, and CDC guidelines and requirements.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Wilton will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Protocols that will be used to implement staggered shifts are presented by essential function in the Appendix to this document.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE

- a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
- b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates.

Protocols for providing PPE are presented by essential function in the Appendix to this document.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Human Resources (HR) must be notified of the potential exposure. HR will coordinate with County Public Health and the employee regarding matters including testing, quarantine (if needed) and return to work.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Town Supervisor and Town Board, in conjunction with HR, is the decision-maker in these circumstances. HR is responsible for ensuring these protocols are followed.

- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and HR, 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 or have consulted with a healthcare provider. A copy of their release from isolation or quarantine must be presented to Human Resources prior to returning to work.
 4. Town of Wilton will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 currently provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced. CDC criteria must be reviewed to ensure that the Town is adhering to the most up-to-date CDC guidance.
 6. HR must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given after cleaning, disinfecting, and before reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Town Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. HR must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Maintenance staff is responsible for cleaning common areas and the frequency of such.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Wilton is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Wilton will not be charged with leave time for testing if the Town requests that the employee take the test. Employees who are required to test because of actions within their control, (going on or coming back from any discretionary purpose, vacation, for example), will be required to charge their leave accruals for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Town of Wilton will provide up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town of Wilton will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Town of Wilton, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified 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 the Town of Wilton, and as such are not provided with paid leave time by the Town of Wilton, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Wilton to support contact tracing within the organization and may be shared with local public health officials.

The Appendix to this document provides information for how work hours and locations will be documented.

The Town of Wilton utilizes timeclocks and electronic timecards to document employee work hours while the employee is working onsite. Employees working on-site are assigned to specific work areas. Work hours and locations for off-site work, including telework and off-site visits, are documented by the employee and communicated to the employee's supervisor. Work hours and locations for contractors are documented by the employee who arranged for the contractor. These documents can be provided to the Town Supervisor for the purpose of supporting contact tracing efforts.

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 the Town of Wilton's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of Wilton Supervisor or designee will coordinate with the County of Saratoga Office of Emergency Services to help identify and arrange for these housing needs.

Mission Essential Functions

Town Supervisor 13

Town Comptroller..... 14

Assessor 15

Building Inspector 16

Town Clerk and Tax Receiver..... 17

Town Court 18

Director of Planning Director and Town Engineer 19

Facilities and Grounds 20

Highway 21

Parks and Recreation..... 22

DRAFT

Essential Function: Town Supervisor

Essential Position: Town Supervisor

- The Town Supervisor is the Chief Executive Officer of the Town of Wilton.
- Responsible for the day-to-day Town activities including the supervision of all Town departments.
- Communicate with local, State and Federal officials on matters relating to health-emergency management and disseminate this information to Town staff and Town residents.
- On-site and/or available on call to coordinate quickly with internal and external teams.

Essential Position: Secretary to Town Supervisor and Human Resources

- Work directly with Town Supervisor to accomplish Town objectives.
- Liaison to the Saratoga County Personnel Department and County Public Health Officer.
- Ensure compliance with Civil Service regulations, mandatory training, and employment law.
- Prepare updates to the Town's Personnel Policy for Town Board review and ensures employee compliance with the policy.
- Contact person for mandatory drug and alcohol testing program.
- Maintain personnel records for all employees.
- Assist with risk management activities including acting as a contact for insurance companies and claimant's questions, claims and problem resolution.
- Benefits coordinator for Town employees and retirees.
- Responsible for all issues related to telephone service, including equipment problems.

Remote Work and Staggered Shifts

- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Email is accessible via cellphone.
- Implementation of staggered shifts may not be possible due to the interdependent nature of the work with Town Supervisor.
- Can be assessed on a regular basis to ensure that exposure is kept to a minimum.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available to each position with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday, 9am - 5pm.
- Work locations are designated office space for each position, which are located in Town Hall.
- Work hours for Secretary to Town Supervisor and Human Resources are documented by the employee using payroll timeclock and software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Town Comptroller

Essential Position: Town Comptroller

- The Town Comptroller (Comptroller) is the Chief Financial Officer of the Town of Wilton.
- Maintain the Town's accounting records for all fiscal transactions.
- Ensure Town's internal controls adequately safeguard Town assets.
- Prepare and monitor budget, report budget results monthly to Town Board.
- Purchasing oversight and contract review.
- Cash management and collateral monitoring.
- Review and approval of abstracts.
- Oversee payroll processing and distribution.
- Prepare for external audits, conduct internal audits and report results to Board.
- Coordinate with information technology consultant to ensure remote work and on-site work and communications effectively operate.
- Reporting deadlines are established by legislation enacted by the State of New York.

Essential Position: Bookkeeper

- Frequent coordination with department heads for invoice collection and preparation of abstracts to ensure timely payment of invoices.
- Communicates budget results with department heads to help ensure spending is within budgetary limits.
- Ensure daily cash balances are correctly stated.
- Safeguard cash and checks submitted by various Town departments and deposits receipts to bank within 72 hours of collection.
- Maintains up-to-date records to support financial reporting.

Remote Work and Staggered Shifts

- Comptroller and Bookkeeper can stagger shifts amongst specific days and hours.
- Schedules for each position to be provided to Supervisor or his or her designee in advance of work shift.
- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Email is accessible via cellphone.
- Laptops provided for remote work.

Personal Protective Equipment (PPE)

- PPP includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for each position with a six-month supply on hand.
- PPP supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours are Monday through Friday, 8am-4pm (Comptroller), and 9am - 5pm (Bookkeeper).
- Work locations are designated office spaces, located in Town Hall.
- Work hours are documented by the employees using payroll timeclock and software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Assessor

Essential Position: Assessor

- Responsible for determining and maintaining assessments, property inventory records, ownership interests, exemptions and maps on all parcels within the Town of Wilton.
- Several state-imposed annual deadlines
- Oversees reporting to State for transfers which impact equalization rate for upcoming year.
- Coordinates Grievance Day activities to enable residents to present grievances before the Independent Board of Assessment Review.
- Physical review of permit packets and archived permits for valuation purposes.
- Accuracy and timeliness of the Assessor's work greatly impacts revenue distributions to the Town.

Essential Position: Valuation Assistant

- Supports the Assessor's position with a focus on valuing residential properties located in the Town.
- Verifies changes in assessment rolls.
- Research property tax exemption applications.
- Participates in facilitation of Grievance Day activities.
- Physical review of permit packets and archived permits for valuation purposes.
- Reads and interprets deeds, maps and other documents related to the assessment of real property.
- Requires access to files and documents maintained by the Assessors Department as well as other departments.

Remote Work and Staggered Shifts

- Other than requiring access to physical files at Town Hall for residential and commercial permits, these positions can operate remotely.
- Assessor and Valuation Assistant can stagger work schedules for specific days and hours, to be determined based on specific tasks.
- Schedules for each position to be provided to Supervisor or his or her designee in advance of work shift.
- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Laptops provided to employees for remote work.

Personal Protective Equipment (PPE)

- PPE includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for each position with a six-month supply on hand.
- PPE supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for both positions are Monday through Friday, 9am - 5pm.
- Work locations are designated office spaces, located in Town Hall.
- Work hours are documented by the employees using payroll timeclock and software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Building Inspector

Essential Position: Senior Building Inspector

- Administration and enforcement of the provisions of all laws, ordinances, rules, regulations and orders applicable to the location, design, materials, construction, alteration, repair, equipment, maintenance, use, occupancy, removal and demolition of buildings and structures and their appurtenances located in the Town of Wilton.
- Time critical activities include evaluation and scene support for fire departments, field inspections for construction, and review and issuance of building permits.
- The Senior Building Supervisor coordinates all scheduling and other emergency and administrative tasks.

Essential Positions: Building Inspector and Assistant Building Inspector

- These two positions support the work of the Senior Building Supervisor.
- Duties include site-inspections, fire calls and other fieldwork.
- Review and issue permits (dependent on the level of shutdown).

Essential Position: Senior Clerk

- These two positions can perform a majority of their required work from home.
- Depending on the activities allowed during the health crisis, it may be necessary for the clerks to be on-site for collecting and processing permit fees and providing those to the Bookkeeper in a timely manner.
- Processing zoning applications and preparing board member packets are other activities that may require the zoning clerk to be on-site.

Remote Work and Staggered Shifts

- Ability to work remotely depends on activities in effect at the time of the health emergency.
- All positions can stagger work shifts to minimize risk of exposure.
- Schedules for each position to be provided to Supervisor or his or her designee in advance of work shift.
- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Laptop provided to department personnel for remote work.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for this position with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday, ranging from 8am - 5pm.
- Work locations are designated office space, located in Town Hall.
- Work hours are documented by the employee using payroll software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Town Clerk and Tax Receiver

Essential Position: Town Clerk

- Registrar of Vital Statistics, Election Coordinator, and Records Manager.
- Receipt and safeguarding of cash and checks, and monthly reconciliation of bank accounts.
- Timely bank deposits within time constraints established by New York State.
- Placement of public meeting notices and publication for bid events.
- Responsible to take and maintain meeting minutes for the Town Board meetings.
- Timely response to Freedom of Information Law requests.
- Remittance of fees to the State and reporting to State agencies such as the Department of Agriculture and Markets, as prescribed by law.
- Because of the time constraints associated with cash collections and deposits, the sensitive nature of personal information handled by the Town Clerk's office, and because of deadlines for reporting to other agencies, the duties performed by this position would be required to be performed on-site.

Essential Position: Tax Receiver

- Elected position
- Collection of taxes and remittance of those funds to the Town Supervisor and County in a manner within timeframes established by law.

Essential Position: Deputy Town Clerk

- The Deputy Town Clerk supports the work of the Town Clerk, with the authority to perform much the same work as the Town Clerk.

Essential Position: Deputy Tax Collector

- The Deputy Tax receiver supports the work of the Tax Receiver, with the authority to perform much the same work as the Tax Receiver.

Remote Work and Staggered Shifts

- Clerk and Deputy Clerk positions can stagger work shifts to minimize risk of exposure.
- Schedules for each position to be provided to Town Supervisor or his or her designee in advance of the work shift.
- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Laptop provided to department personnel for remote work.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for this position with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday from 9am - 5pm.
- Work locations are designated office space, located in Town Hall.
- Work hours are documented by the employee using payroll software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Town Court

NOTE – The Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate, which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board and the Town Supervisor will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

Documents sent by the Unified Court system will be forwarded to the Town Supervisor and Town Board. The Town of Wilton Justice Court however has formulated the following local Court guidelines which can be used to augment guidelines established by the Unified Court System:

Remote Work and Staggered Shifts

- In-person court sessions will be performed if allowed by Office of Court Administration.
- Certain duties will be required to be performed on-site as records are confidential and must be kept inside the courthouse. Shifts can be staggered to minimize risk of exposure.
- Schedules for each position to be provided to Town Supervisor or his or her designee in advance of the work shift.
- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Laptop provided to department personnel for remote work.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for this position with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.
- Screening for in-person court sessions includes use of temperature monitoring.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday, typically from 9am - 5pm.
- Work locations are designated office space, located in the Justice Court Building.
- Work hours are documented by the employee using payroll software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Director of Planning and Town Engineer

Essential Position: Director of Planning and Town Engineer

- Responsible for reviewing commercial and residential subdivision projects for the Planning Board, as well as inspecting the construction of these projects in the field. Provides engineering and planning advice to Town and ZBA Boards when required.
- Time-critical aspects of this position include review of documentation to prepare for Planning Board and Town Board meetings, and compliance with State agency requirements such as those from the Department of Environmental Conservation.
- Provides professional guidance to Highway, Building Inspector, and Facilities and Grounds departments,
- Field visits, including inspections on public infrastructure portions of development projects per Town of Wilton code, and time-sensitive aspect of the information required to prepare for public meetings qualify this position as essential.

Essential Position: Land Use Administrator

- Land Use Administrator assists in the administration and review of planning projects and Planning Board applications to determine compliance with Zoning law. In charge of maintaining Town GIS,
- Performs intake and review of a wide variety of land use and development proposals, basic file research, file maintenance, and reading plans,
- Assists in all aspects of storm water management operations, and in preparation of special studies in such areas as land development, transportation systems, and community surveys. Prepares reports and graphics.

Essential Position: Executive Secretary Planning

- This position prepares meetings materials for the Planning Board, takes and transcribes dictation material,
- Conducts research for answers to concerns expressed by the public or town officials,
- Assists zoning officials, board members during review process and keeps records of such,

Remote Work and Staggered Shifts

- These positions can work remotely for a limited duration of time, dependent upon Board activities. On-site work is required to work with large plans and files. Staggered shifts are less feasible due to necessary interactions with team members, public and private sector entities.
- Schedules for each position to be provided to Supervisor or his or her designee in advance of work shift.
- Office telephone can forward all incoming calls to a cellphone and laptops are available for remote work.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for this position with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday and range from 8am – 5 pm.
- Work locations are designated office space, located in Town Hall.
- Work hours are documented by the employee using payroll software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

Essential Function: Facilities and Grounds

Essential Position: Facilities Maintenance Supervisor

- Responsible for maintaining the Town's municipal complex, including upkeep, repair, and modification or creation of space that conforms to health safety standards.
- Time-critical functions include responding to weather-related damage impacting Town structures, ensuring that generators are available and working to remediate power outages throughout the municipal complex and for traffic signals.
- Due to the nature of the position, there is no potential for remote work. The Facilities Maintenance Supervisor also directs staff in the performance of on-site work. Because of the time-sensitive nature of these duties and that the work can only be done on-site, this position is considered essential.

Essential Position: Maintenance Worker

- The Maintenance Worker position is responsible to carry out maintenance and repair duties to help ensure the safety of Town employees and public using Town facilities.
- Due to the nature of the work, there is no potential for remote work for this position. The work for this position must be performed on-site, and as such, this position is deemed essential.

Remote Work and Staggered Shifts

- Duties for these positions cannot be performed remotely.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for these positions with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday and range from 5 am – 3:30 pm.
- Work locations are Town-wide.
- Work hours are documented by the employee using payroll software while on-site.

Essential Function: Highway Department

Essential Position: Highway Superintendent

- The Highway Superintendent is an elected officer of the Town of Wilton.
- Responsible for overseeing the day-to-day operations of the Highway Department, including paving, snow removal and other duties associated with road conditions.
- Assists in construction activities at Town facilities when necessary.
- Time-critical functions include immediate response to road emergencies caused by weather or other damage, paving and snow removal which requires the Highway Superintendent to be in the field at the site of the emergency. As such, the position is deemed essential.

Essential Position: Deputy Highway Superintendent

- Working Supervisor may be given additional responsibilities that support the work of the Highway Superintendent and appointed as Deputy Highway Superintendent.
- This position plays a large role in the response to road emergencies caused by weather or other conditions.
- Liaison between Highway Superintendent and staff.
- Assists with staff scheduling, assignment of duties.
- Time-critical functions include immediate response to road emergencies caused by weather or other damage, paving and snow removal which requires the Highway Superintendent to be in the field at the site of the emergency.

Essential Positions: Working Supervisors, Machine Equipment Operators, Laborers

- Responsible for road maintenance, traffic sign repair or replacement, cutting trees and brush that are safety hazards, and fleet maintenance.

Remote Work and Staggered Shifts

- Duties for these positions cannot be performed remotely.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for these positions with a six-month supply on hand.
- Supply will be monitored by Building department staff to ensure integrity and track usage.

Hours and Work Locations for Essential Positions

Scheduled work hours for these essential positions are Monday through Friday, 7:00am – 3:30pm during snow removal season. Work hours during paving season are Monday through Thursday, 6am through 4pm. Additional work hours for snow removal and emergency road work can happen at anytime of day or evening. Work locations vary based on where in the Town the work is needed.

Essential Function: Park and Recreation

NOTE –The plan document assumes that programming at the Park will be minimal during a health emergency; therefore, positions aligned solely with programming activities would be curtailed during a health emergency are not listed in this document. These positions include summer camp staff and Program Events Coordinator.

Essential Position: Recreation Administrator

- Communicate with Assistant Recreation Director and Maintenance Supervisor regarding park operations and maintenance. May require on-site presence to resolve conditions if and as they arise.
- Communicate with vendors, invoice approval and transport documents to and from Town Hall.

Essential Position: Assistant Recreation Director

- Supports the administrative function of the Recreation Administrator, such as collaborative program planning, grant report writing, and purchasing materials and supplies for programming.
- On-site activities include assessment of use of facilities for programming with emphasis on compliance with health-safety guidelines in effect at the time for the specific health emergency.

Essential Positions: Park Maintenance Supervisor

- Maintenance Supervisor oversees building and field maintenance and repair year-round, regardless of level of activities in effect during a shut-down. Examples include lawn maintenance, vehicle repair and maintenance, response to alarms and arranging for alarm inspection.
- Maintenance Supervisor will work with Recreation Administrator to determine adequate level of staffing for maintenance workers, ensuring priority work is addressed while adhering to potential workforce reduction guidelines in effect during the health emergency.
- Ensures PPP is available for staff and monitored for integrity.

Remote Work and Staggered Shifts

- Staggered work shifts can be utilized depending on the nature timing and extent of the health emergency.
- Schedules for each position to be provided to Town Supervisor or his or her designee in advance of work shift.
- Office telephone can be programmed to forward all incoming calls to a cellphone.
- Laptops can be provided to department personnel for remote work.

Personal Protective Equipment (PPE)

- Includes, but is not limited to, use of masks, gloves, hand sanitizers and disinfectant soap.
- At least two pieces of each will be available for this position with a six-month supply on hand.
- Supply will be monitored by Park Maintenance staff to ensure integrity and track usage.

Documentation of Hours and Work Locations for Essential Positions

- Scheduled work hours for these positions are Monday through Friday, from 9am to 5pm.
- Work locations are designated office space in the Park administrative building, and maintenance building located at Gavin Park.
- Work hours are documented by the employee using payroll software while on-site. Remote hours worked will be documented using a log for actual remote hours and location. This information will be made available to the Town Supervisor or his or her designee for contact tracing purposes when needed.

DRAFT