

HERKIMER COUNTY

CONTINUATION OF OPERATIONS PLAN

DURING A DECLARED

PUBLIC HEALTH EMERGENCY

This plan has been developed in accordance with New York State Labor Law Section 27-c.

This plan has been developed with the input of CSEA, Local 1000, United Public Service Employees Union (Highway Department Unit), and United Public Service Employees Union (Herkimer Co. Sheriff's Department).

No content of this plan is intended to impede, infringe, diminish, or impair the rights of county employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue through the collective bargaining agreements.

No content of this plan shall impede, diminish, or impair the rights of the county to determine the mission, purpose, objectives, hours, scheduling, days off, and policies.

As the Chairman of the Herkimer County Legislature, I hereby attest that this plan has been developed, approved and placed in full effect in accordance with New York State Labor Law Section 27-c to address declared public health emergencies.

Date: 3/19/21
Signature: Vincent J Bono

By: Vincent J Bono, Chairman, Herkimer Co. Legislature

This plan is exclusively for and is applicable to Herkimer County Government. This plan is pertinent to a declared public health emergency in New York State which could impact county operations and is developed in the interest and safety of county employees and contractors for the continuation of operations.

This plan was developed based on best practices, and guidance from county department heads largely as a result of the COVID-19 pandemic. This plan is meant to provide guidance for future public health emergencies and will also serve as a guidance document for any future challenges that arise as a result of the ongoing COVID-19 pandemic.

EXPECTATIONS

Communication: Both internal and external communications will be critical to this plan being successful.

Flexibility: Flexibility will be key to this plan and the recognition that there is no one size fits all approach.

Fiscal Stress: Given that future public health emergencies are unknown, it is assumed that all levels of government will be under significant fiscal stress. As a results all departments must develop strategies and plans for reduced revenue and potential staff reductions.

Organizational Structure: County government structures and positons may need to be changed to provide proper supervision and oversight in any new environment.

Iterative: The planning process is not a one-time event, but rather will continue on an ongoing basis as situations evolve and we learn additional information.

Priorities: There may be a constant shift in county resources based on any new information that becomes available.

Public Health Guidance: The Herkimer Co. Public Health Department will provide guidance and direction in relation to any public health emergency.

Social Distancing and PPE: Social distancing and the use of PPE (masks, gowns, hand sanitizer, etc.) for County employees will be provided as required.

Workflows: The County will evaluate workflows for any potential new ways of working, the use of technology, etc.

Remote Working: The County will continue to evaluate the potential of remote working in order to assist in social distancing.

LIST OF ESSENTIAL WORKERS

Herkimer County is committed to ensuring that essential functions of county government continue during any public health emergency.

For this plan essential workers shall refer to a public employee or contractor that is required to be physically present at the worksite. As flexibility is a key to this plan, the County reserves the right to designate any employee as essential in order to see that the county’s mission is fulfilled.

DEPARTMENT

TITLE

Legislature

County Administrator
Clerk of Legislature

District Attorney

District Attorney
1st Assistant DA
Investigator

Coroners

Coroners

List of essential workers continued:

DEPARTMENT

TITLE

County Auditor

County Auditor

County Treasurer

County Treasurer
Deputy County Treasurer
Accountant
Principal Account Clerk

Budget & Purchasing

Budget Officer

Real Property Tax Services

Director of RPTS
Sr. Assessor

County Clerk

County Clerk
Deputy County Clerk
Sr. Motor Vehicle License Clerk
Motor Vehicle License Clerk
Principal Recording Clerk

County Attorney

County Attorney
Assistant County Attorney

Personnel

Personnel Officer
Personnel Assistant

Board of Elections

Board of Elections Commissioner
Deputy BOE Commissioner

County Buildings

Building Maint. Foreperson
Sr. Building Maint. Mechanic
Building Maint. Mechanic
Building Maint. Worker
Building Maint. Helper
Cleaner

List of essential workers continued:

DEPARTMENT

TITLE

Information Services

Director of Information Services
Deputy Director of IS
Sr. Network Administrator
Computer Operator

Public Safety/Emergency Management

Director of Emergency Mgmt.
Supervising Public Safety Tele.
Sr. Public Safety Telecommunicator
Public Safety Telecommunicator

Sheriff

Sheriff
Undersheriff
Chief Deputy (Criminal)
Chief Deputy (Civil)
Registered Professional Nurse
Principal Account Clerk
Correctional Services Coordinator
All Sworn Personnel

Probation

Probation Director
Probation Supervisor
Sr. Probation Officer
Probation Officer
Probation Admin. Coordinator

Stop-DWI

Stop-DWI Coordinator

List of essential workers continued:

DEPARTEMNT

TITLE

Public Health

Public Health Director
Director of Health Services
Supervising Comm. Health Nurse
Sr. Community Health Nurse
Office Manager
Super, Children w/Special Needs
Sr. Family Services Specialist
Family Services Specialist
Clerk
Account Clerk

Mental Health

Director of Community Services
Administrative Officer
Psychiatric Social Worker
Sr. Community Health Nurse

Social Services

DSS Commissioner
Social Services Attorney
Director of Admin. Services
Director of Social Services
Head Social Welfare Examiner
Spec. Asst. to the Commissioner
Case Supervisor, Grade B
Sr. Caseworker
Principal Social Welfare Examiner
Social Services Investigator
Sr. CPS Caseworker
CPS Caseworker
Caseworker
Sr. Social Welfare Examiner
Social Welfare Examiner
Social Services Employ. Coord.
Principal Account Clerk
Account Clerk

List of Essential employees continued:

DEPARTMENT

TITLE

Social Services

Building Maint. Worker
Building Maint. Helper
WMS Coordinator
Coord. of Child Support Services
Support Investigator

Veterans' Services

Director of Veteran Services

Weights & Measures

Director of Weights & Measures

Office for the Aging

Director for Office of the Aging
Nutrition Services Coordinator
Caseworker
Aging Services Assistant
Aging Services Aide

Employment & Training

Director of ETA
Sr. Account Clerk
Employment Specialist

Highway

County Highway Superintendent
Deputy Co Highway Super.
Highway Maint. Supervisor
Asst. Highway Maint. Supervisor
Sr. Civil Engineer
Heavy Equipment Operator
Working Forman
Stockkeeper
Auto Mechanic
Traffic Control Device Fore.
Highway Maint. Foreman
Auto Mechanic Foreman

List of essential employees continued:

DEPARTMENT

TITLE

Highway

Motor Equipment Operator
Laborer
Secretary to Highway Super.

Sewer

Chief WWTP Operator
Principal Account Clerk
WWTP Shift Operator
Ind. Pre-treatment Lab Tech.
WWTP Maint. Mechanic
Asst. Treatment Plant Operator

PROTOCOL FOR ENABLING REMOTE WORK/TELECOMMUTING

Herkimer County will make all efforts to ensure that during a declared Public Health Emergency some employees will be able to accomplish their work functions remotely. Only employees that are identified by their respective department head will be allowed to work remotely.

Assets to be distributed:

- The County will deploy laptops for any employee that may require remote access in the future.
- The County will also provide any additional technical devices that the county deems appropriate to enable remote working.
- The County will make arrangements for employees to either pick up or have delivered any paper materials that cannot be accessed by technology.

Procedures:

- The County has implemented a Use of Computer and Related Equipment Policy that sets guidelines and standards for the use and protection of data and information in technology resources.
- Instructions will be provided to any remote working employee from their respective department heads regarding rules and expectations while working remotely.
- Each department head will establish a procedure within their department to ensure paper materials are distributed to employees working remotely.

PROTOCOL FOR REDUCING DENSITY AT WORKSITES

Herkimer County has eight separate county buildings which allows for greater social distancing and limits the risk to employees working within these buildings.

Herkimer County Office Building – 109 Mary St. Herkimer NY

Typical work hours: September – May, Monday – Friday 8:00 AM – 5:00 PM
June – August – Monday – Friday 8:00 AM - 4:00 PM

- County Clerk
- Veteran Services
- Information Services
- Treasurer
- Probation
- Youth Bureau
- Maintenance
- County Attorney
- Legislature
- County Administrator
- Personnel
- Budget/Purchasing
- County Attorney
- Board of Elections
- Real Property Tax Service (Annex – 108 Court St. Herkimer NY)
- County Auditor (Annex – 108 Court St. Herkimer NY)

Herkimer County Office and Courts Facility – 301 N. Washington St. Herkimer NY

- Social Services
- Public Health
- Mental Health
- District Attorney
- Courts

Herkimer County Correctional Facility – 711 Middleville Rd. Herkimer NY

- Sheriff's employees

Working Solutions – 320 N. Prospect St. Herkimer NY

- Employment & Training

Herkimer County Courthouse – 320 N. Main St. Herkimer NY

- Sheriff's Department
- Stop-DWI
- Weights & Measures

Herkimer Co Highway Department -313 Third Ave. Herkimer NY

- Highway employees

Herkimer Co E911 Center – 71 Reservoir Rd. Herkimer NY

- Emergency Services

Herkimer Co Sewer District – 106 West Main St. Mohawk NY

- Sewer District employees

If the State of Local Health Department(s) decide that there is a need for in-office staff reductions and increased social distancing measures within the county workplace, Herkimer County will follow federal, state, and local orders.

Each County department will have their own unique protocol for reduction in staff depending on the nature of the services provided.

PROTOCOL FOR PROCURING PPE

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important in supporting the health and safety of Herkimer County employees and contractors. PPE which may be needed can include: Masks, Face Shields, Gloves, and Disposable Gowns.

Additional testing equipment may also be needed. While not considered PPE directly, equipment such as forehead thermometers may be needed in certain situations when dealing with pandemics.

Cleaning supplies are not considered PPE but supply chains were negatively impacted by the COVID-19 pandemic. Herkimer County is including cleaning supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for procuring and providing PPE will include the following:

- The Emergency Manager or his/her designee with assistance from other Herkimer County department heads will identify the need for PPE per department based on job duties and work location.
- Procurement of PPE
 - Herkimer County will procure PPE per the Herkimer County Purchasing Policies adopted by the Herkimer County Legislature on January 2021.
 - If Herkimer County has declared and is operating under a State of Emergency, then procurement procedures and policies may be modified during the emergency.
 - 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.
- Storage, Access, and Monitoring of PPE
 - Herkimer County will store the required PPE within county facilities or other suitable storage facilities in a manner which will prevent degradation, and provide immediate access to PPE in the event of an emergency.
 - The PPE supply will be monitored to ensure the integrity and track usage rates.

PROTOCOL FOR EMPLOYEE/CONTRACTOR

EXPOSURE IN THE WORKPLACE

If employees/contractors are exposed to a known case of communicable disease that is subject to a public health emergency:

- Exposed employees/contractors who do not have symptoms should remain out of work for as long as the federal/state/local guidelines provide.
Some employees may be permitted to work remotely during this time period at the discretion of the department head.
- Some essential employees may be permitted to work following exposure provided they are symptom free and additional precautions are taken. These additional precautions will be provided by federal/state/local health departments.

If an employee/contractor exhibits symptoms of a communicable disease that is subject to a public health emergency:

- Symptomatic employees/contractors should immediately be separated from employees, clients, and visitors. They should be sent home with a recommendation to contact their primary care physician and possibly be tested.
- Employees/contractors that exhibit symptoms outside of work are asked to notify their immediate supervisor or department head and should not report to work.
- The department head in consultation with Public Health, Maintenance, and the County Administrator will determine whether an area or office needs to be closed temporarily for deep cleaning.

If an employee/contractor has tested positive for a communicable disease that is the subject of a public health emergency:

- Herkimer County will apply all the steps above for “an employee/contractor exhibits symptoms of a communicable disease”.
- Work areas and common areas occupied by the subject employee/contractor will be cleaned/disinfected as per NYS DOH guidelines.
- State and Local public health officials will contact trace any contacts for potential exposure.

Herkimer County recognizes that not all cases are the same and some nuances and complexities are associated with potential exposures, contacts, symptomatic persons, and those testing positive. Herkimer County will follow NYS DOH/Herkimer County Public Health recommendations and requirements.

Cleaning and Disinfecting

Herkimer County will follow NYS DOH guidelines for cleaning and disinfecting surfaces and work areas. Herkimer County will follow the “Herkimer County COVID-19 Reopening Safety Plan” that is currently in place.

Herkimer County Policy for Leave regarding a Public Health Emergency

It is the policy of Herkimer County to follow federal and/or state orders should an employee be unable to work due to a public health ordered quarantine and/or is experiencing symptoms and seeking a medical diagnosis/test.

If no current federal and/or state orders are in place for paid sick leave, Herkimer County will defer to any sick leave provisions in employees respective collective bargaining agreements.

Contractor’s are not classified as employees of Herkimer County and the County has no authority to provide paid sick leave.

PROTOCOL FOR DOCUMENTING WORK HOURS, LOCATIONS, AND OFF-SITE VISITS OF ESSENTIAL EMPLOYEES

In a public health emergency, it may be necessary to document work hours and locations of employees and contractors to support contact tracing efforts. This information may be used by Herkimer County to support contact tracing and be shared with Public Health officials.

In a public health emergency, supervisors will be required to keep a log of times that employees report to work and leave work each day. Additionally, supervisors will require employees to document any field visits, noting the location of said field visit and record the names and phone numbers of persons at said location.

Herkimer County departments will document any office visits by customers/clients. This documentation will include date, time, and also record the names and phone numbers of visitors to facilitate contact tracing should it be necessary.

PROTOCOL FOR IDENTIFYING EMERGENCY HOUSING SITES FOR ESSENTIAL EMPLOYEES

There may be circumstances within a public health emergency when it may be necessary to have essential employees lodged to help prevent the spread of a communicable disease to protect these employees from potential exposures, helping to ensure health and safety and assist in the continuity of essential county operations.

If such a need arises, local high school gymnasiums, the local community college gymnasium, or local hotel rooms appear to be the most viable options. Herkimer County Office of Emergency Management will coordinate this effort, with assistance from the Public Health Director, Commissioner of Social Services, County Administrator and the County Personnel Officer.

PROCEDURES FOR ALLEGED VIOLATIONS

Any alleged or believed violation of this plan may be made either verbally or in writing to:

Herkimer Co. Personnel Office
109 Mary St.
Herkimer NY 13350
Attn: Personnel Officer
Phone Number: 315-867-1115