

# **Public Employer Emergency Plan**

# CONTENTS

1. Introductory Letter
2. Guidelines and Protocols
3. Town Board
4. Clerk
5. Code Department
6. Building Maintenance
7. Historian
8. Court
9. A. Highway Department  
    B. Superintendent Plan
10. A. Police Department  
    B. Police Chief Plan
11. Housing Plan
12. Summary

## **INTRODUCTORY LETTER**

Recently the State of New York required all public employers have an Employer Emergency Plan. The purpose of the plan is to insure our employees understand their work security and pay. The plan is broken down by department. All departments are included in this plan. Upon approval by the Town Board, the plan will be sent to the State. Once accepted, the plan will be instituted and become part of each employee's handbook. It should be noted that this plan does not supersede or change any language in current contractual obligations. This plan will be enacted only if a state of emergency is declared by New York State, or the Town of Ellicott. Should such an emergency occur, all department heads will be notified. Department heads should see that employees follow guideline under the plan until the state of emergency has been cancelled.

Patrick W. McLaughlin  
Town Supervisor

## **GUIDELINES AND PROTOCOLS**

Different states of emergency will require different guidelines and protocols. The guidelines and protocols may be directed from various government departments and agencies. These may include, but not limited to, New York State and Chautauqua County Health Department, New York State and local policing agencies, fire districts or utility companies.

Should a specific emergency arise that would affect town employees, department heads will be notified. Department heads will notify each employee in their department as to which protocols are to be followed. These protocols are designed for the health and safety of each public employee and must be adhered to.

During any emergency, guidelines and protocols may change. Employees are to follow those guideline and protocols that are current.

## **TOWN BOARD**

The Town Board of the Town of Ellicott consists of four elected council members and one elected Town Supervisor. Each board member represents their specific ward as well as the town in its entirety. The Town Board is considered essential to ensure the laws of the town and New York State are followed by all employees.

As elected officials, board member's pay is a line-item budget and will not be reduced or interrupted by any emergency. Should it be necessary, town board meetings can be held virtually. In an emergency, board members will be included in all decisions that effect the health and safety of town employees.

Board members duties and responsibilities will not change unless directed by New York State or other agency specifically designated in charge of mitigating a specific emergency.

## **TOWN CLERK**

The Town of Ellicott has one elected Town Clerk and one appointed Deputy Clerk. Both positions are considered essential to the day-to-day operations of town government. By law, the Town Clerk is Clerk of the Board and is in charge of recording actions and minutes of board meetings. By appointment, the Deputy Clerk is the Clerk of the Planning/Zoning Board and is in charge of recording actions and minutes of their meetings. Should an emergency be declared that would require closing the office to the public, the following would occur:

1. The Clerk and Deputy Clerk will alternate days of work at the office.
2. If feasible, work from home will be permissible.
3. The Clerk or Deputy will be available to all employees with any issues during an emergency. The Clerk or Deputy will relay those issues to the Supervisor.

The pay for the Town Clerk and Deputy Clerk will not be reduced or interrupted during any emergency. This includes any approved benefits.

## **CODE DEPARTMENT**

The Town of Ellicott has one Code Enforcement Officer/Building Inspector. It is a full-time position. The Town considers this position essential to ensure all town zoning laws are followed and that permits are issued and inspections are completed in a timely fashion.

Depending on the specific emergency, the code officer has the ability to work from home or his vehicle on a limited basis. Since files, maps and publications required for his daily work are maintained at the office, he would be required to be in his office as needed.

During any emergency, the code officer's pay and approved benefits will not be reduced or interrupted.

## **BUILDING MAINTENANCE**

The Town of Ellicott has one full-time building and property maintenance person. Due to this individual's knowledge of the building's mechanical operations and property upkeep, this position is considered essential. More importantly, keeping the building and offices clean and sanitized are crucial. Even in the case of a lock down, this individual would be required to be at the town building to insure proper maintenance of all electrical, heating and cooling systems as well as protocols for safety and cleaning.

Since this position is considered essential, pay and benefits will not be interrupted or reduced during any emergency.

## **TOWN HISTORIAN**

The Town of Ellicott maintains a historical department for the purpose of documenting unofficial and official historical documents for the office and residential use. The historian for the town currently works four hours per week. It is a budgeted salary position. Although this position is considered non-essential to the daily operations of town government, it is the opinion of the Town Supervisor that during certain emergencies, documentation of historical incidents would be beneficial for future decisions made by the town.

The historian has the ability to work from home if a specified emergency warrants such action. Once that warrant changes, the historian can return to the office.

## **COURT**

The Town of Ellicott has two elected Justices, one full-time Court Clerk and one part-time Court Clerk. Both Justices and full-time clerk are salaried positions. The part-time court clerk is an hourly position and is scheduled by the Justices. By law, the court system in the Town of Ellicott is controlled by the 8<sup>th</sup> Judicial District. If during an emergency, the Town Court is directed by the 8<sup>th</sup> Judicial District to shut down, both Justices and full-time court clerk would be paid their salary and approved benefits without reduction or interruption. The part-time hourly court clerk is not afforded these protections and must work for renumeration.

# **HIGHWAY DEPARTMENT**

The Town of Ellicott Highway Department consist of nine full-time employees and one elected Highway Superintendent. The Highway Department maintains approximately fifty-two lane miles of highway, rights-of-way, drainage, and town owned property. They are a leader in shared services with two villages within the town as well as other surrounding towns. The highway employees are essential to the health and safety of all residents and those who travel our roads. Even in the case of a lockdown, roads must be maintained for police, fire, emergency and delivery vehicles. In certain instances, the highway department will assist in mitigating certain emergency situations such as storms, floods and natural disasters.

Pay for the highway employee will not be reduced or interrupted during a state of emergency. Since highway employees cannot work from home, the Superintendent will maintain a normal work schedule during declared emergency.

## **Town of Ellicott Highway Department COVID-19 Contingency Plan**

Covid-19 is an infectious virus that, if exposed, could lead to possible time off from work. This document is the framework of the Town of Ellicott Highway Department Contingency Plan if employees of the department is exposed to the virus. Every situation is fluid so our response will be based on the actual conditions.

Until shifts begin:

- Individual temperatures will be checked when arriving at work, document temps on sheet in breakroom
- Maintain your social distance and mask use as situations dictate
- Attempt to limit your possible exposure when not at work as best as you can
- If you feel sick, please use a sick day
- When in the workplace try to maintain a distance from each other
- When riding in town vehicles try to only have men from the same shift in vehicles together.
- Wear masks when you enter stores/vendors' buildings
- Sanitize trucks, the breakroom, bathroom, wash sink, and doorknobs at the end of every workday, mark areas sanitized on sheet in breakroom before leaving for the day

Once shifts begin:

- Individual temperatures will be checked when arriving at work, document temps on sheet in breakroom
- Maintain your social distance and mask use as situations dictate
- Attempt to limit your possible exposure when not at work as best as you can
- If you feel sick, please use a sick day
- When in the workplace try to maintain a distance from each other
- Do not allow the whole shift to be in one truck, if you need to go to the same place, take multiple trucks
- Wear masks when you enter stores/vendors' buildings
- Sanitize trucks, the breakroom, bathroom, wash sink, and doorknobs at the end of every workday, mark areas sanitized on sheet in breakroom before leaving for the day

We need to have a plan of succession in the event any of us is quarantined

- Bob will run the department however if Bob is quarantined then Shane will take over, he will communicate with Bob as long as Bob is available, Bob's truck will remain at his house unless he is hospitalized
- If both Bob and Shane are quarantined then Chad will take over, Chad will take a town pickup truck home in order to check roads, Chad will communicate with Bob as long as Bob is available, if Bob is unavailable then Chad will communicate with Shane, if Bob and Shane are both unavailable then Chad will make decisions to the best of his ability. Shane's truck will remain at his house unless he is hospitalized unless it is needed due to mechanical issues with other pick-up trucks
- If Bob, Shane and Chad are quarantined then succession will be as follows:
  - If we are on shifts Mike will check roads and call out crews in the mornings, Matt will check roads and call out crews at night, if we have consolidated to one crew then Mike or Matt, Jon, Dan will check roads and do call outs depending on who is available

We will do our best to maintain two shifts on the roads all winter. As long as there are at least three men available for each shift we will stay on two shifts. If the morning shift drops to less than three men then men from the night shift will switch to mornings. If we ever get to a point where there are no more than five men available, we will go to morning shift only and the man in charge will call out the shift in the evenings as required.

In the unlikely event we are all quarantined we will make an effort to bring the least sick in to treat/plow roads. If that were to ever happen all employees who were called and able to work would do their best to not interact with any other employee. Anyone called to work would wear a mask and rubber gloves while in a town truck and would completely sanitize the truck driven at the end of the shift.

During these uncertain times when there is a possibility of limited manpower to maintain roads, we will be instituting a color designation showing the status of the highway department. We will have three levels; Green, Yellow, Red, the levels are outlined as follows:

#### Green

Four plow trucks and a pickup truck running 5 complete routes. This would be either one or two shifts.

Or:

Four plow trucks running the four-truck route, one person would plow parking lots and turnarounds as needed after road plow routes are completed. This would also either be one or two shifts.

#### Yellow

Three plow trucks running the three-truck route, one person would plow parking lots and turnarounds as needed after road plow routes are completed. This would most likely be night shift unless we need to cut to one shift working days and called out as needed after normal working hours.

#### Red

Two plow trucks, one running the hills and Fluvanna route, the other running the West Ellicott route, the two trucks would each take a part of the Southside route until it is completed,

one person would plow parking lots and turnarounds as needed after plow routes are completed. Depending on conditions each truck may only plow essential roads until such time as the weather conditions allow us to catch up and clear/salt less used roads.

The list of essential roads, by plow route is as follows:

West Ellicott

*Jackson-Fairmount to Livingston*

*S. Green-Fairmount to Wegmans*

*Alleghany-Fairmount to Hunt*

*Robinson-Fairmount to Hunt*

*Frederick-Fairmount to Hunt*

*Avalon-Fairmount to Hunt*

*Howard-Fairmount to Baker*

*Canterbury/Yolande-Fairmount to Hunt*

*Hanford/S. Hanford/School-Fairmount to Howard*

*Orchard-Southwestern to dead end*

Hills/Fluvanna

*Hough/Horton-N. Work to N. Main*

*Palm-N. Main to Eckman*

*Moon-N. Main to Townline*

*Girts-N. Main to Moon*

*Turner-N. Main to Oak Hill*

*Strunk-Oak Hill to I-86*

*Old Fluvanna-Route 430 to Route 430*

Southside

*Journey's End-E. Main to cul-de-sac*

*Harris Hill-Gerry Levant to Harris Hill turnaround*

*Moroco-Elmwood to End*

*New York-Quaint to S. Work*

*Dow-Village line to Buffalo St*

*Lodestro-Dow to cul-de-sac*

*Swanson-Buffalo St to Camp*

*Camp-Swanson to Manchester*

*Manchester-Camp to town line*

*Willard-City line to Peck Settlement*

*Industrie-Peck Settlement to Parkway*

*Parkway-Industrie to Mason*

*Third-S. Work to Lyndon*

*Lyndon-Third to New York*

# POLICE DEPARTMENT

The Police Department for the Town of Ellicott consists of twelve full-time officers and twelve part-time officers along with one appointed Police Chief. Our officers patrol approximately seventy-five miles of highway. The average patrol is 2 officers and one supervisor per shift, three shifts per day, seven days a week. The Town also has an investigation team as well as two school resource officers. Our police employees are considered essential to the health and safety of all resident of the town as well as those who travel in and through the town. The Police Department is located in the Administration Building. In the event of an emergency that would close the Administration Building to the public, the Police Department would remain operational.

During an emergency, pay of officers would not be reduced or interrupted. It is also recommended that there be no reduction in staff. It should be noted that the Town of Ellicott Police Department also leads the way assisting surrounding police departments.

## TOWN OF ELLICOTT POLICE GENERAL ORDER

BY ORDER OF:	EFFECTIVE DATE: 11-15-2001	NUMBER: 1.03.10
<i>Chief William L. Ohnmeiss Jr.</i>	SECTION: 29 CFR 1910.1030	
REPLACES:	TOPIC: Exposure Control Plan & Chautauqua County Health Department Guidelines and regulations.	

- I. Policy
  - A. It shall be the policy of the Town of Ellicott Police Department to comply with the occupational Safety and health Administration Regulation 29 Code of Federal Regulation 1910.1030 regulating blood borne pathogens and Chautauqua County Health Department Guidelines and regulations on airborne Pathogens /viruses. ie Covid 19.
  - B. The Town of Ellicott Police Department will not arbitrarily discriminate against employees diagnosed as having a contagious disease. Those employees will be treated in accordance with current standards as dictated by state and federal regulation, civil service rules, current case law, and applying articles of labor contracts.

II. Procedure

- A. The Town of Ellicott Police Department shall maintain an Exposure Control Plan that is reviewed annually. This plan will be maintained in a dedicated area.

III. **EXPOSURE CONTROL PLAN**

(29 CFR 1910.1030) and Chautauqua County Health Department Guidelines and regulations.

## METHODS AND STANDARDS FOR COMPLIANCE

### Purpose

This comprehensive Exposure control Plan (E.C.P.) for the Town of Ellicott Police Department has been prepared to meet the statutory requirements as set forth in the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030 and Chautauqua County Health Department Guidelines and regulations.; - and to provide a safe and healthful work environment for all staff members.

### Objectives

The objectives of this plan are to:

1. Establish the method of compliance to this standard.
2. Assign the responsibility of the Program Administrator.
3. Detail the functions of the Program Administrator.
4. Determine the potential of employee exposure.
5. Identify the procedures for evaluating the circumstances surrounding an exposure.
6. Establish the method of implementing the Hepatitis B vaccination and post-exposure follow-up.
7. Identify the training and communication (with regard to potential hazards) to employees.
8. Identify the record keeping procedures.

### Program Administration

- A. The Chief of Police is responsible for the implementation of the E.C.P., and will maintain and update the written program annually, or whenever necessary, to include new or modified

tasks and procedures which affect occupational exposure and/or reflect new or revised employee positions with occupational exposure.

- B. Those employees who are reasonably anticipated to have contact with or exposure to, blood; Airborne pathogens / Viruses, ie Covid 19 or other potentially infected materials are required to comply with the procedures and work practices as outlined within this E.C.P.
- C. The Chief of Police will designate a Program Administrator for the E.C.P. The Program Administrator will:
  - 1. Have the responsibility to see that those employees addressed by this plan receive the appropriate training.
  - 2. Have the responsibility to see that those employees addressed by this plan are given their Hepatitis B vaccination and Covid 19 or appropriately decline.
  - 3. Ensure that all equipment, material, and substances (P.P.E., Disinfectants, Red Bags, etc.) necessary to maintain this standard are purchased, adequate supplies maintained, and are available.
  - 4. Ensure that any written work practices are obeyed.
- D. A copy of the E.C.P. will be maintained a designated area and will be available for all employees, OSHA, and NIOSH representatives.

#### Employee Exposure Determination

The following job classifications of the employees of the Town of Ellicott Police Department may be subject to occupational exposure.

- 1. Police Chief
- 2. First Sergeant
- 3. Sergeant
- 4. Detective
- 5. Patrolman

#### Methods of Implementation and Control

- A. Universal Precautions
  - 1. All employees will utilize Universal Precautions. This requires that employees assume that all human blood, and other specified human body fluids / airborne pathogens / viruses are infectious for HIV, HBV, Covid 19 or any other communicable diseases and other blood borne pathogens (see appendix A) and must be treated accordingly.

B. Exposure Control Plan

1. Employees covered by the Blood borne Pathogens, Airborne pathogens / viruses Standard and Chautauqua County Health Department Guidelines and regulations will receive an explanation of this E.C.P. during their initial training session. It will also be reviewed in their annual refresher training. All employees will have an opportunity to review this plan at any time during their work shifts, and may request a personal copy from any Supervisor.

C. Work Practices and P.P.E.

1. The combined use of work practice controls and the appropriate personal protection equipment (P.P.E.) will be used to prevent or minimize exposure to Blood borne Pathogens, airborne pathogens / viruses, ie Covid 19.
2. The P.P.E. and special products to be used include, but are not limited to, the following; -
  - a.) Antiseptic hand cleaner and towelettes
  - b.) Eye goggles
  - c.) Rubber gloves
  - d.) Face Masks
  - e.) Red storage bags
  - f.) Tags
  - g.) Eye wash
  - h.) For on-site (Administration Building) incidents involving exposure there are throughout the PD. There is a portable eye- wash in the PD bathroom. There is a supply of disinfectant hand cleaner and towelettes in the Patrol room, I.D. room, and Reception area. There are rubber gloves and eye protectors in the Patrol room and I.D. room.
  - i.) Upon use, the towelettes, gloves, etc. are to be discarded into a container in the Patrol room provided especially for this purpose. There is a supply of red biohazard bags in the inventory room.
3. As a general rule all employees must observe the following work practices and precautions when in the office or anywhere maintain 6' distance and wear mask;
  - a.) Wear appropriate gloves when it can be anticipated that you may have contact with blood or other potentially infectious materials or airborne pathogens/ viruses and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
  - b.) Following any contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with disinfectant material as soon as possible. Employees must also flush exposed mucous membranes (eyes, mouth, etc.) with water and/or eye wash in the locker room. (Employee will go to local hospital, if exposure occurs. See below.)
  - c.) Never wash or decontaminate disposable gloves for reuse or before disposal.

- d.) Wear appropriate face and eye protection such as a mask with glasses or solid shields when splashes, sprays, splatters, or droplets of blood or other potentially infectious materials pose a hazard to the eyes, nose, mouth or lungs.
- e.) If blood, or other potentially infectious materials penetrate a garment, it must be removed immediately or as soon as possible.
- f.) Wash hands with disinfectant material immediately or as soon as possible after removal of gloves or other P.P.E.
- g.) Remove protective equipment before leaving the work area and after a garment becomes contaminated.
- h.) Place used protective equipment in appropriately designated containers when being discarded.
- i.) Do not eat, drink, smoke, apply cosmetics, or lip balm, nor handle contact lenses where there is a likelihood of occupational exposure.
- j.) All procedures involving blood or other potentially infectious materials / airborne pathogens / viruses ie Covid 19 shall be performed in such a manner as to minimize splashing, splattering, and generation of droplets of these substances. Officers shall be aware of and use extreme caution to prevent "needle sticks" when performing "pat downs", searches, etc. All evidentiary needles (or needles to be disposed of) shall be placed in an appropriate "sharps container".
- k.) Place specimens of blood or other potentially infectious materials in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.
- l.) Examine equipment used in any situation that involves blood or other potentially infectious material for possible contamination. Such equipment shall be decontaminated prior to any further use. If they are not decontaminated, they must be labeled per this standard.

#### Training

- A. All employees who have or are reasonably anticipated to have occupational exposure to blood borne pathogens / airborne pathogens / viruses ie Covid 19 will receive training as arranged and scheduled by the E.C.P. Administrator.
- B. Such training will include the epidemiology of blood borne pathogen diseases / airborne pathogens / viruses ie Covid 19. The training program will cover;
  - 1. An explanation of the standard.
  - 2. **Good Samaritan Statute Defined**- "Any person who, in good faith, renders emergency medical care or assistance to an injured person at the scene of an accident or other emergency without the expectation of receiving or intending to receive compensation from such injured person for such service, shall not be liable in civil damages for any act or omission, not constituting gross negligence, in the course of such care or assistance."
  - 3. Epidemiology and symptoms of blood borne pathogens / airborne pathogens / viruses ie Covid 19.
  - 4. Modes of transmission.
  - 5. Our exposure plan and how to obtain a copy.
  - 6. Methods for recognizing exposure tasks, activities that may involve exposure, and activities that may involve exposure to blood airborne pathogens / viruses ie Covid 19.

7. Use and limitations of engineering controls, work practices, and P.P.E.
  8. P.P.E.; - types, use, location, removal, handling, decontamination, and disposal.
  9. P.P.E.; - the basis for selection.
  10. Hepatitis B vaccine and Covid 19 Vaccine– offered free of charge. Training will be given prior to vaccination on its' safety, effectiveness, benefits, and method of administration.
  11. Emergency procedures; - for blood and other potentially infectious materials.
  12. Definition of an Exposure and Exposure incident procedures.
  13. Post-exposure evaluation and follow-up.
  14. Signs and labels (and/or color-coding).
  15. Questions and answer session.
- C. An employee education and training record will be issued for each employee upon completion of training. This document will be kept with the employees' records at the Police Chiefs Office.

#### Hepatitis B & Covid 19 Vaccination

- A. The Training staff will provide information on Hepatitis B vaccinations; - addressing its safety, benefits, efficacy, methods of administration and availability. A general overview of these considerations is given in the appendix for review. The Hepatitis B vaccination series will be made available at no cost within 10 days (or as soon as feasibly possible) of the initial assignment of employees who have exposure to blood or other potentially infectious materials unless;-
1. The employee previously received the series.
  2. Antibody testing reveals that the employee is immune.
  3. Medical reasons prevent taking the vaccination.
  4. The employee chooses not to participate.
- B. All employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline the vaccination he must sign a declination statement to this effect.
- C. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of the refusal will be kept in the Police Chiefs' Office with the employees' records.
- D. A record of the employees' vaccination series will be kept in the Police Chiefs' office with their other medical records.

#### Post Exposure Evaluation; - Reporting, Documenting, Medical follow-up

- A. Should an exposure incident occur, report it to a Supervisor or the Program Administrator immediately. Each exposure must be documented by the employee upon the "Exposure

Report Form". The responding supervisor will add any additional information deemed to be relevant.

B. An immediately available, - confidential, medical evaluation and follow-up will be conducted at the W.C.A. Hospital. The following elements will be performed; -

1. Document the routes of the exposure and how it occurred.
2. Identify and document the "source individual"; - unless it is established that the identification is not feasible, or, prohibited by state or Local Law (see note #1.).
3. Obtain consent (see note #2) and test the individuals' blood as soon as possible to determine the possibility of HIV and HBV infection; - and document these blood test results.
4. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated.
5. Provide the exposed employee the results of the source individuals' blood test results; - and advise the employee regarding the applicable laws and regulations concerning the source identity and infectious status.
6. After obtaining consent, collect the exposed employees' blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
7. If the employee does not give consent for HIV / COVID 19 serological testing during the collection of blood for baseline testing, preserve baseline blood sample for at least 90 days (see note #3).
8. The appendix D "Exposure Incident Report" and appendix E "Request for Source Individual Evaluation", and appendix F "Employee Exposure Follow-up Record" (see note #4); - along with any additional and relevant medical information, will be provided to the employee to present at his medical evaluation. Original copies of these will be retained and maintained with the employees' medical records.
9. The Police Chief will review the circumstances of the exposure incident to determine if any procedures, protocols, and/or training needs to be revised.

C. Notes

1. Public Health Law (Article 27-F) & HIPAA Privacy Rule requires that information about AIDS and HIV and Covid 19 is to be kept confidential. These Laws requires that anyone receiving an HIV test MUST sign a consent form first. The Law strictly limits disclosure of HIV-related information or any health related condition. When disclosure of HIV-related information is authorized by a signed release, the person who has been given the information MUST keep it confidential. Re-disclosure may occur with another authorized and signed release. The Law only applies to people and facilities providing health or social services.
2. If consent is not obtained the employer must show that the legally required consent could not be obtained. When such consent is not required by statute, the source individuals' blood (if available) should be tested and the results determined.
3. If during this time the exposed employee elects to have the baseline sample tested; - such testing will be done as soon as possible.
4. Appendix's D, E, and F are optional forms that have been provided to assist employers with the gathering of information that is required by the standard. If an employer chooses not to use these forms, this information must still be provided and recorded in accordance with

the standard. Also, note that appendix E letter will predominately apply to the Public sector employees.

5. Following an exposure incident, prompt medical evaluation and prophylaxis is imperative. Timelines is, therefore, an important factor in effective medical treatment.

#### Labeling

- A. The following labeling method will be used at our facility.
  1. Red bags will be used to secure/transport all items that are contaminated or suspected to be contaminated (i.e. articles of evidence, work cloths, etc.).
  2. Any equipment (i.e. car seats, etc.) that becomes contaminated will be tagged until such has been disinfected. **WITHOUT EXCEPTION, NO EMPLOYEE WILL RELEASE HIS CAR TO ANOTHER SHIFT UNTIL HE HAS DECONTAMINATED ANY BIOHAZARD WITHIN OR UPON IT. PATROL VEHICLES WILL BE WIPED DOWN AT END OF EVERY SHIFT EVEN IF CONTAMINATION IS NOT SUSPECTED.**
- B. A Supervisor or the Program Administrator will ensure that labels are affixed and/or red bags used as required.
- C. In addition to the requirements of 29CFR 1910.20 / HIPAA the medical record will include:
  1. The name and social security number of the employee.
  2. A copy of the employees' HBV & Covid 19 vaccination and any medical records relative to the employees' ability to receive the vaccination.
  3. Copies of all results of the examination, medical testing, and follow up procedures as required by the standard.
  4. A copy of all healthcare professionals' written opinions as required by the standard.
- D. All employee medical records will be kept confidential and will not be disclosed or reported, without the employees' express written consent, to any person within or outside the workplace except as required by the standard or as may be required by Law.
- E. Employee medical records shall be kept for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.20 and Chautauqua County Health Department Guidelines / Regulations.
- F. Employees' medical records shall be provided upon request of the employee, or to anyone having consent of the employee, within 15 working days.

#### Training Records

- A. The Police Chief will maintain Blood borne Pathogen training records at his office within the Administration Building, 215 S. Work St., Falconer, New York.

B. The Training record shall include:

1. The dates of the training sessions.
2. The content or summary of the lesson plan.
3. The name(s) and qualifications of the persons conducting the training.
4. The names and job titles of all persons attending the training session.

C. Training records will be maintained for a minimum of three (3) years from the date on which the training took place.

D. Employee training records will be provided upon request of the employee, or the employees' authorized representative, within 15 days.

E. If the Town of Ellicott Police Department ceases to exist and there is no successive employer to receive and retain the records (for the prescribed time period), the employer shall notify the Director of the National Institute for Occupational safety and Health (NIOSH) (at least 3 months prior to the scheduled record disposal; - and prepare to transmit them to the director).

(Revised 12/2020)

## **EMERGENCY EMPLOYEE HOUSING**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in a secluded and secure location to prevent spread to fellow employees. The Town of Ellicott is committed to providing the safest alternative for its staff and community.

Should such need arise, the Town of Ellicott will coordinate such placement with the Chautauqua County Emergency Medical Services. The Town Supervisor will work with the EMS and the Department Head to secure such placement and assure the safe return to work of said employee. This may require a release from a qualified physician.

### **SUMMARY**

The employee numbers were current at the time the plan was written. Numbers may change due to requirements in operation or attrition.

During an emergency, the everyday operation of government by the Town of Ellicott must remain as normal and consistent as possible. The residents of the Town rely on every department for answers and responses to their problems. Many times, these problems increase during an emergency. It is, therefore, necessary that our availability and transparency remain intact.

Our board and employees are committed to providing excellent service to our residents and visitors no matter the circumstances. We are committed to following New York State Emergency Guidelines during any emergency and remember that our residents come first.

A copy of this plan will be available at the Administration Building for public access.