

## Village of Granville--Emergency Plan

The Village of Granville will attempt to lay out a plan to deal with any emergency situations that might arise whereby actions must be taken to protect its assets, employees, and/or associated agencies. This plan will be applicable during the current pandemic but is not meant to be limited in scope—it is meant to address any situation that would arise that requires emergency action on behalf of the Village--through the Mayor, the Board of Trustees, and/or its Department Heads.

### Essential Positions

The Village hereby designates the following positions to be essential in nature:

- \*All Police Officers
- \*Fire Chief and Assistant Fire Chief
- \*DPW Superintendent and Assistant Superintendent
- \*Water and Wastewater Operator
- \*DPW Laborer
- \*Clerk-Treasurer and Deputy Clerk-Treasurer
- \*Village Justice and Acting Village Justice
- \*Court Clerk
- \*Local Ordinance Officer
- \*Senior Shuttle Driver

In the interest of public safety and the general welfare of its constituents, the Village deems these positions to be essential. In the event of an emergency situation, work may be permitted by essential staff on site or off site as possible. In cases where employees must work on site, the Village agrees to consider staggering shifts and/or changes to standard scheduling practices in the interest of employee and public safety. Where possible, if requested, remote work may be permitted. Non-essential staff would be asked to stay home in certain emergency circumstances, with pay for a period of time, with the approval of the Village Board. If the Emergency extends for a prolonged period, the Village Board may need to consider furloughs or cause a reduction in staff, but these actions would be carefully considered and a matter of last resort.

### Protocols for Procurement, Storage and Distribution of PPE

The Village Board and/or Department Heads will direct the Clerk-Treasurer and/or Deputy Clerk-Treasurer to procure PPE as necessary to protect its employees and/or volunteer staff. The Clerk and/or Deputy Clerk will maintain a count of the inventory on hand and communicate regularly with the Mayor concerning any need for additional supplies. Staff in the Clerk's office will coordinate distribution, storage, etc. of all PPE.

Employees who are exposed to a substance, agent, or virus that might render them contagious and/or a danger to fellow employees will quarantine and not report to work until they have met guidelines established by the NYS DOH and CDC, or until cleared by the Village Health Officer to return to work. In a case where the employee or employees can not quarantine at home, the Village will make every effort to procure temporary housing during their term of quarantine.

### Contact Tracing

If exposed to a substance, agent, or virus that requires the employee to quarantine, the employee agrees to participate in contact tracing in an effort to promote the health of fellow employees and anyone who they have come in contact with. NYS DOH and/or CDC guidelines will be followed throughout the process of contract tracing and/or quarantine. During quarantine, the Village will provide paid time off, regardless of whether the exposure occurred on or off the job.

Employees may be asked to keep a log of their temperature, weight, or other vital signs during quarantine, and to produce the same to the Village if requested.

If circumstances arise that are not covered under this emergency plan, the Mayor will communicate with any employees, volunteers, or agents that have been affected, as well as the Department Head for who the employee works. The Mayor, employee, and Department Head will then work together to establish proper protocols and procedures on a case-by-case basis. If the employee is represented by a Union, he or she would also be entitled to Union representation.

Upon finalization and ratification by the Village Board, this emergency plan will be posted on all employee bulletin boards, the Village website, and be included in the employee handbook.

A committee including the Village Safety Officer, representatives from Labor and/or Unions, the Village Attorney, the Village Clerk, and a representative from the Village Board has advanced this document to the Board for consideration and will make recommendations for modification. This plan shall be subject to review and amendment as necessary annually at the Village Board's Organizational Meeting.

### *Committee Members*

*Trustee Dan Brown*

*Tom Beebe Jr.*

*T.J. Zovistoski*

*Mike Martin*

*Rick Roberts*

**Adopted Unanimously by the Village Board of Trustees on March 25, 2021.**