

Town of Dryden

Communicable Disease Preparedness Plan

1) Positions that are considered “essential” (essential positions are jobs that must be performed onsite, are utility services, or are for the safety of the community)

All Highway and Department of Public Works positions

Town Clerk Office

Code Enforcement

2) Positions that can be performed remotely

Financial and Human Resources

Secretary to the Supervisor

Planning Director and Planning Administrative position

Recreation Director

All positions that could be completed remotely should have the capability to have a laptop and VPN connection set up. If an employee does not currently have a laptop, they need to be able to move their computer, monitor, and have a VPN connection to allow them to connect to the server. All desktop computers should be phased out for positions that could be remote and switch to laptops with an additional screen.

All town hall phone extensions for those employees who are working remotely should be set up to forward their direct dialed phone calls to their personal cell phone. If this is not possible, all voice mails will have a message instructing the caller to communicate through town email or leave a message and the employee will return their call. Also, the employee will know how to call in at least daily to review any messages that are left on their voice mail and return any calls.

Court clerks and judges are dependent on what the state court system instructs them to do. They are not able to work remotely due to the sensitive nature of their work. If the court system is closed, they are not able to work. If the court system is able to have virtual court, they would be considered essential and so their work would have to be performed onsite.

3) Guidelines for staggering shifts

Highway and DPW Employees - All employees will have staggered start and end times by at least 15 minutes to allow employees to clock in, get their equipment, and leave the building. If working in the Highway building, each employee should be working in separate areas. If employees are working on a project outside, there would be a limit of no more than 5 employees working together at a site. It is preferred that employees work alone, but there are some tasks that will need more than 1 person.

Employees who need to travel to a worksite together would be limited to 2 people per vehicle in a vehicle that has a back seat: the driver in the front seat and a second employee in the backseat. When using a snowplow, there would be one employee in the vehicle. But if needed, an additional employee would be necessary to operate the wing for heavy snow falls. In this situation, each employee would wear the proper PPE to ensure a lower chance of exposure.

Town Office Building Employees – For employees who are working remotely, set up a schedule of times such that one employee at a time can be in the workspace when fellow employees are not there. This way employees can get anything that is in the office or complete any tasks that need to be completed at the office (printing, picking up mail, looking up information, etc.).

Town Clerks and Code Enforcers (who are essential) should stagger their work times as much as possible to keep employees from working in the same space at the same time. Employees and their Department Head should communicate the best way to keep the office staffed, but still complete all their tasks. If possible, the department head should arrange that one employee starts earlier in the morning and works to mid-day; a second employee would come as the first employee is leaving and then work until early evening. This would ensure that both employees would get close to their normal daily hours, the public would be served, and tasks related to Town business would be completed. Court clerks should try to follow the same system if they are allowed to work in person by the state court system.

4) Protocols for getting, storing, and distribution of personal protective equipment (PPE)

Examples of PPE that would be necessary for Town of Dryden employees could include, but are not limited to disposable masks, disposable gloves, eye protection, disinfecting wipes and/or spray, and hand sanitizer.

The Town would keep enough PPE on hand to be able to supply all staff for one month. Half of the supply would be kept at the Town Office Building and the other half at the Highway Building.

The Town would also keep PPE supplies to provide to the public who would come into the Town Hall or Court who did not have the proper PPE.

5) Protocol for employee exposure to disease

When an employee has been exposed to any possible communicable disease, they will need to report the exposure to their Department Head by phone or email, not in person. The employee should not report to work until they either go the required amount of time determined by the local County Health Department or the CDC, or if possible, obtain a negative laboratory test result.

If the employee is considered essential and there is no one else available to do their job, they are allowed to work, but with some limitations. The employee must work alone and take all necessary precautions to prevent possible exposure to other employees (using recommended PPE).

6) Protocol for an employee who is showing symptoms of virus

If the employee starts to show symptoms of a virus while at the workplace, they will be sent home immediately and follow health department guidelines for treatment, testing, and reporting. All employees who worked in close proximity to the infected employee should also be sent home to monitor for symptoms. The affected employees would then follow the guidelines listed above for exposure to the virus.

Before leaving the workplace, the exposed employees should gather any tools or equipment that was used by the sick employee to be marked or set aside for cleaning. Twenty-four (24) hours after the sick employee has left, a cleaning person or employee will carefully clean and disinfect all surfaces that were marked or set aside.

If an employee who was exposed is at work due to being classified as essential and has no symptoms but receives notification that they have tested positive for the disease or virus while at the workplace, the employee should alert their department head immediately, preferably by phone or email, and leave the workplace at once. Then they should follow the instructions above for an employee who shows symptoms in the workplace.

7) Leave Policy for Infected or Exposed Employees

All full-time employees earn sick time that can be used if they are infected or exposed to a communicable disease. If the federal or state government mandates automatic sick time up to a

specified number of hours, that will be used first. Then personal sick, vacation time, or compensatory time can be used.

8) Protocols for supporting contact tracing efforts through the documentation of hours and locations worked by each employee and outside contractor

All Highway and DPW employees' hours are tracked through timecards and time sheets that report what project that each employee was working on and which piece of equipment they used. The contact tracers or the department head could compare the time sheets to see if any employees worked together on a certain day, time, and location. Also, security camera footage can be reviewed to see if any employees were in the same area in or around the building.

All Town Hall employees tend to work in their own area. The Town can question other employees to see if the infected employee was in their area and how long. Using guidance from the health department, that would determine if any employees had exposure to an infected employee. The Town Hall also has security cameras that could be used to review the activity of an employee in the building for contact tracing purposes.

All outside contractors should check in before starting work with the proper department head. The department head should have a basic report for any outside contractors. The report should include why the contractor was onsite, the time the contractor arrived and departed, where the contractor was working, and any employees the contractor came into contact with. (See Example Report at the end of this plan.)

9) Identifying Emergency Housing for Employees, if needed

We need to have permissions from the following organizations:

- TC3 Student Housing (if no students)
- Dryden Fire Department
- Dryden Veterans Memorial Home

