

YAPHANK FIRE DISTRICT

Public Employer Health Emergency Plan Policy #21-003

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 I 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 the Board of Fire Commissioners and the Chief's Office of the Yaphank Fire Department, and input from the paid employees of the District 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 collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority or district, as represented by the signature of the authorized individual below.

As the authorized official of the Yaphank Fire District, 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 and New York State Education Law (paragraphs K and I 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: April 6, 2021.

By: _____

Donald J. Schaaf
Chairman of the Board of Fire Commissioners
Yaphank Fire District

Date of Change	Description of Change	Implemented by

Table of Contents:

Promulgation	1
Record of Changes	3
Table of Contents	4
Purpose, Scope, Situation Overview and Assumptions	5
Purpose	5
Scope	5
Situation Overview	5
Planning Assumptions	6
Concept of Operations	6
Mission Essential Functions	7
Essential Positions	7
Reducing Risk through Remote Work and Staggered Shifts	8
Remote Work Protocols	8
Staggered Shifts	8
Personal Protective Equipment	9
Staff Exposures, Cleaning and Disinfecting	9
Staff Exposures	9
Cleaning and Disinfecting	11
Employee Leave	12
Documentation of Work Hours and Locations	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 I 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 in 2020 and 2021, which required 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 Yaphank Fire District. 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, volunteers 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 caused the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support preparedness for the continuation of operations during 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, volunteer firefighter and contractors is crucial to maintaining our mission essential operations. We encourage all employees, volunteer firefighters 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 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 immediately and go home
- If you start to experience coughing or sneezing, step away from the people and food, cough or sneeze into the crook of your arm or a tissue, the latter which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle and end of each shift
- 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, volunteers 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 the people we serve expect 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 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 Labor Law S27-c, 'essential employee' is identified 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 Board of Fire Commissioners of the Yaphank Fire District, their designee, or their 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 Board of Fire Commissioners.

Upon the determination of implementing this plan, all employees, volunteer firefighters and contractors of the Yaphank Fire District shall be notified by email, mail and radio communication with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Chief's Office will be notified of pertinent operational changes by way of identified means of communication through email, phone call or text. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Yaphank Fire District management staff will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Board of Fire Commissioners of the Yaphank Fire District, their designee, or their successor will maintain awareness of information, direction and guidance from public health officials, the Legislature and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Board of Fire Commissioners of the Yaphank

Fire District, their designee, or their 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 Yaphank Fire District 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, volunteer firefighters, contractors, and the people we serve
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Yaphank Fire District

The Yaphank Fire District 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, volunteer personnel, 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 one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least amongst them.

The mission essential functions for the Yaphank Fire District have been identified as:

ESSENTIAL FUNCTION	DESCRIPTION	PRIORITY
District Operations	District Office	1
	The Chief's Office	1
	The Firehouse	1
	Apparatus	1

Essential Positions

Each essential function identified above required certain positions on-site to effectively operate. The table below 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.

Essential Function	Essential Positions/Titles	Justification for Each
District Office	<ul style="list-style-type: none"> • Commissioners • Firehouse Maintainers • Dispatchers 	Oversee the functions of the District, order necessary PPE, equipment, and items deemed necessary by the Board of Fire Commissioners.
	<ul style="list-style-type: none"> • District Secretary/ Treasurer • Deputy Treasurer 	Disseminate all pertinent information, distribute all information to required personnel, pay all necessary invoices, and maintain all required logs.
	<ul style="list-style-type: none"> • Cleaners 	Clean/disinfect/sanitize firehouse & all apparatus.
Fire Department	<ul style="list-style-type: none"> • Chief's 	Oversee department functions; enforce guidelines of the Board of Fire Commissioners.
	<ul style="list-style-type: none"> • EMT's 	Respond to all rescue calls/ conduct weekly inventory
	<ul style="list-style-type: none"> • Firefighter's 	Respond to all general alarms & assist rescue squad when needed. Conduct weekly inventory of all company apparatus.

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 the Firehouse and on Department Apparatus.

Remote Work Protocols

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

1. Identification of staff who will work remotely.
2. Approval of 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

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 Yaphank Fire District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

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, volunteer firefighters 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, volunteers 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, volunteer 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, volunteers 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

***** Any further guidance from the CDC, the NYS Department of Health and Suffolk County Department of Health will be adhered to.*****

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, volunteer firefighters 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, volunteer firefighters 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. Any employees, volunteer firefighters or contractors must immediately notify the Board of Fire Commissioners and the Chief’s Office of any exposure or positive test result.
 - 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, volunteer firefighter or contractor, as well as others working their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee, volunteer firefighter or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee, volunteer firefighter or contractor are present will be disinfected according to current CDC/public health protocol at least daily in areas within the Firehouse and the Apparatus utilized will be thoroughly cleaned after each use, as practicable. 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. Any employees, volunteer firefighters or contractors must immediately notify the Board of Fire Commissioners and the Chief’s Office of any potential exposure; the Board of Fire Commissioners in conjunction with the Chief’s Office and the Company Officers will be responsible for ensuring these protocols are followed.

***** Any further guidance from the CDC, the New York State Department of Health and Suffolk County Department of Health will be adhered to. *****

- B. If an employee, volunteer firefighter or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees, volunteer firefighters and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, volunteers, customers and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees, volunteer firefighter or contractors who exhibit symptoms outside of work should notify their supervisor and stay home with a recommendation to contact their physician.
 3. Employees and volunteer firefighters should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted

with a healthcare provider.

4. The Yaphank Fire District will not require sick employees to provide a negative test result for the disease in question or health care 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 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.
6. Any employees, volunteer firefighters or contractors must immediately notify the Board of Fire Commissioners and the Chief's Office of any potential symptoms; the Board of Fire Commissioners in conjunction with the Chief's Office and the Company Officers will be responsible for ensuring these protocols are followed.

***** Any further guidance from the CDC, the New York State Department of Health and the Suffolk County Department of Health will be adhered to.*****

- C. If an employee, volunteer firefighter or contractor has tested positive for the communicable disease that is the subject to the public health emergency:
 1. Apply for 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 before cleaning, disinfecting and 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, volunteer firefighter and contractor exposures will be accomplished.
 - a. If an employee, volunteer firefighter or contractor is confirmed to have the disease in question, the Board of Fire Commissioners and/or the Chief's Office, 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. Any employees, volunteer firefighters or contractors must immediately notify the Board of Fire Commissioners and the Chief's Office of any positive test result; the Board of Fire Commissioners in conjunction with the Chief's Office and the Company Officers will be 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, 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/area. Present guidance for routine cleaning during a public health emergency included:

1. As possible, employees, volunteer firefighters and contractors will clean their own workspace at least daily in areas within the Firehouse that are utilized, as practicable.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents, will be disinfected at least daily, if not more, as practicable.
 - b. The Board of Fire Commissioners along with the District Manager is responsible for ensuring that the District cleaning and disinfecting personnel are cleaning common areas, and for monitoring the frequency of the completion of such tasks.
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.

***** Any further guidance from the CDC, the New York State Department of Health and the Suffolk County Department of Health will be adhered to.*****

Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Yaphank Fire District is committed to reducing the burden on our employees, volunteers and contractors. It is our policy that paid employees of the Yaphank Fire District will not be charged with leave time if the need to take time off to be tested during such an emergency.

Paid employees will be provided with paid leave as mandated by State and Federal law and the Yaphank Fire District paid employee leave policy in place at the time the public health emergency is declared by the authorized State official.

Volunteer firefighters are not classified as paid employees of the Yaphank Fire District, and as such are not provided with paid leave time by the Yaphank Fire District, unless required by law.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Yaphank Fire District, and as such are not provided with paid leave time by the Yaphank Fire District, 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, volunteer firefighter 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 Yaphank Fire District to support contact tracing within the organization and may be shared with local public health officials. All employees, volunteer firefighters and contractors must utilize the Log Book in the front Lobby of the Firehouse upon entering for any reason other than alarm response. All volunteer firefighters when responding to alarms must complete the alarm sheets that are in each apparatus upon return from said alarm and submit to the District Office. Paid employees will be directed to

follow special procedures set up to record their work time if they are assigned to work remotely or if the normal work time tracking system is placed off-line as a result of the emergency.

The adoption of the foregoing policy in the form of a resolution was duly put to a vote and upon roll call the vote was as follows:

Chairman	Donald J. Schaaf	AYE
Commissioner	Christopher Austin	AYE
Commissioner	Sheila Skidmore	AYE
Commissioner	William Peters Jr	AYE
Commissioner	Scott Thebold	AYE

The resolution was thereupon duly adopted by unanimous vote of the Board of Fire Commissioners present at the regular meeting held on April 6, 2021.

Re-Adopted this 2rd day of January 2024 by the Board of Fire Commissioners.

Attest:

Paulamarie Rosso-Thompson
District Secretary
April 6, 2021

Policy #: 21-003