Sullivan County Government Directive
COVID-19 Reopening Plan

Attached:
NY Forward Safety Plan
Phased Staffing and Service Plan

Executive Summary. In concert with guidance from New York State, Sullivan County Government will take a measured, data-driven approach to reopening. Initially, offices will reopen slowly so that key employees and supervisors have an opportunity to prepare all worksites for a safe reopening for the remainder of employees and the general public. As the “new normal” is established, we will institute new policies and procedures that take advantage of available technology to deliver services to the public in a safe and cost-efficient manner.

In general, reopening preparations will occur during the first two phases of New York State’s FORWARD plan for reopening. Unless otherwise directed by Executive Order from the Governor, all employees will be cleared to return to work with the start of New York FORWARD’s phase three and government buildings will be open to the public on an appointment-only basis. Prior to phase three, government buildings will be occupied by no more than 50% of available staff. Walk-in availability of government offices will be determined at a later date – no earlier than the start of phase three.

The attached NY Forward Safety Plan has been developed using guidance provided by Empire State Development as well as the Centers for Disease Control (CDC) and the NYS Department of Health. This portion of the reopening plan provides the workplace safety measures that will be put in place to protect employees and the public. Also attached is a phased staffing and service plan that provides a guide to employees and the public on what services will be available throughout the reopening process.

The Commissioner of Human Resources has reviewed this plan and provided it to all bargaining units for an opportunity to review. Nevertheless, a plan with this many moving parts will require some adjustments after it is set in motion. Employees are encouraged to bring concerns to the attention of supervisors.

Additionally, please note that due to evolving guidance on the conduct of elections, a separate plan will be developed to ensure the safety of voters and employees during the June 23rd primary election.

Joshua A. Potosek
County Manager
NY FORWARD SAFETY PLAN

From the New York Forward Safety Plan Template:

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD’s Essential Business Guidance. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions.

COVID-19 Reopening Safety Plan

Sullivan County Government (all buildings)
Industry: Government Administration
County Seat Address: 100 North Street, Monticello, NY, 12701
Contact Information: County Manager’s Office, (845)807-0450
Manager: Joshua Potosek, ICMA-CM, MBA
Human Resources Representative: Julie Diescher, PHR, julie.diescher@co.sullivan.ny.us

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

✓ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations)

✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?
• Telework shall continue to be authorized at the County Manager’s discretion to reduce exposure risk until such time as the NYS Department of Health (DOH) declares COVID-19 is no longer a high risk to public health or other relevant guidance is received. New telework requests shall be routed to the County Manager via the appropriate Department Head and Commissioner of Human Resources for approval. Department heads are required to coordinate with Human Resources for any requests regarding accommodations to returning to work. At all times, employees are directed to monitor their own health and shall not come to work if experiencing symptoms associated with COVID-19.

• Per Executive Order 202.33, people may gather in groups of ten or fewer when social distancing and cleaning protocols are adhered to. However, in order to minimize exposure risk, meetings of more than five people and for any number of persons outside of County staff shall be held via Video- or Tele-Conference.
  o Meetings of the Sullivan County Legislature and any other meetings approved by the Clerk of the Legislature to be held in the Legislative Hearing Room shall not be subject to this requirement because of the ability to socially distance within the Legislative Hearing Room. Participants in such meetings will adhere to social distancing guidelines.
  o Personnel working outdoors, such as bridge and road crews, are not subject to this requirement, but shall follow the guidance in EO 202.33.

• Gallery seating in the Legislative Hearing Room will be spaced to ensure 6’ separation.
• All employees and visitors shall wear face coverings when in bathrooms, hallways, stairwells, elevators, and other common areas.
• Employees shall wear face coverings when working in locations where it is not possible to maintain 6’ separation from others.
• Employees in offices, cubicles, and in open spaces where 6’ of separation can be maintained are not required to wear a face covering while at their desk.
• Stickers will be placed on floors in areas frequently used by the public to ensure 6’ separation is maintained by persons waiting to meet with a member of the staff.
• The County will provide all buildings with a standard set of safety information signs to provide clear social distancing guidance to the public while maintaining a clean, professional appearance.
• Where possible, the County will relocate print/copy/scan devices to minimize gatherings of employees in small spaces.
• When practical, employees should all walk in the same direction to get from one office to another to avoid bumping into others unintentionally. As a rule of thumb, move through buildings in a counter-clockwise direction.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

• The County has procured clear plastic shielding for use in areas where staff members interact with the public and has been installing shielding and other protective measures since late May. Priority will be given to offices with the most frequent public interaction (Board of Elections, County Clerk, DMV, County Jail, Courthouse, Treasurer’s Office, Family Services, Community Services, Aging, WIC and Veterans Services), but protective measures will be provided to all offices.
• Where office doors can be locked electronically and opened by an employee’s ID badge, these doors shall remain locked at all times to further support safety and social distancing. This policy will be reviewed after public access to buildings is restored to pre-pandemic levels.
• When planning to visit another office, it is recommended that you call ahead – especially for offices that regularly support members of the public to ensure the employees in the area you wish to visit are prepared for your arrival. This will reduce unnecessary standing in line and gathering in tight spaces.
• Drop boxes will continue to be made available to the public at Government Center, Family Services, and the Center for Workforce Development for the purposes of submitting documents until further notice.
• Onsite meetings with vendors are prohibited until the end of NY FORWARD Phase 2.
• Offices which normally conduct home visits (CHHA, OFA, Protective Services, Probation, Healthy Families, etc.) shall resume home visits only when all employees have been provided with necessary PPE and the state agency with oversight has deemed it safe to do so.
• Initially, public access to Sullivan County Government buildings will be by appointment only. Guidance to support general access will be provided at a later date; no earlier than the beginning of NY FORWARD Phase 3.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

• For spaces used as breakrooms, employees shall ensure all surfaces utilized while eating food are cleaned prior to returning to work. Supervisors have authority to space breaks (including lunch breaks) apart as necessary to ensure social distancing can be maintained in common areas.
• Stickers will be placed on floors in the vicinity of timeclocks to ensure employees maintain 6’ separation while waiting to punch-in/punch-out. The County is in the process of working with the vendor of the county’s timeclock system to update timeclocks to permit a change from using fingerprints to using ID badges as the primary method of completing punch-in/punch-out.
• Because anyone with COVID-19 symptoms is not permitted to enter a government building, departments are prohibited from establishing “quarantine rooms” as a safety measure intended to separate potentially sick employees and visitors from others. Similarly, employees shall not schedule meetings with patients/clients onsite if the client/patient is the subject of a mandatory Isolation and Quarantine Order.
• Employees will limit sharing of objects such as tools, telephones, touchscreens, and writing utensils. Clean and disinfect such objects between shared uses and wash hands or use hand sanitizer after use.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

• Upon reopening of County Buildings, each department will receive the following PPE supplies:
  o 5 cloth face masks for each employee
  o A small supply of surgical masks on hand for any employee that may have lost or damaged their mask at work; these masks may be provided to clients and customers in similar circumstances but shall not be made generally available to ensure supplies are available for contingencies
  o Large hand sanitizer to be placed in each offices common area (counters)
  o Disinfectant wipes for each employees usage to maintain their work space (desks, keyboards, phones)
- Employees required to travel outside of the office for their regular duties and may not always have access to a public restroom (i.e. personnel on home visits, deliveries, etc) shall be provided with a personal supply of hand sanitizer. Personnel who normally work their entire day inside a government building should use soap and water instead of hand sanitizer since this has been determined to be a more effective hand hygiene practice.

- The Purchasing Department will have products available to replenish all departments as they use their PPE supplies.

- Each department head shall be responsible for requesting additional PPE products via email to the Purchasing Office at the following email address: Purchasing@co.sullivan.ny.us. It is the department head’s responsibility to make sure that PPE is used responsibly.

- It will be the employee’s responsibility to keep face coverings clean. A small supply of cloth face coverings and/or surgical masks will be provided to each department to protect employees and visitors whose masks become soiled or damaged during use.

- Face coverings must not be shared under any circumstances.

- Personally procured face coverings are authorized for wear, but it is the employee’s responsibility to ensure such face coverings are clean and any graphics or designs on the face covering are in good taste.

- Normally, the only employees who will regularly need to wear gloves are in a healthcare environment. However, in circumstances where non-healthcare employees use gloves, employees should be trained on how to remove gloves safely and must always discard gloves in a trash receptacle after use: https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Employees (in non-health care settings) shall be responsible for the cleaning and storage of face coverings they are provided. Cloth face coverings provided to employees should be washed after each day of use.

- PPE shall be discarded in trash receptacles, except in locations (CCASL, Jail, Public Health, etc.) where stricter infection control measures are required. Supervisors at these locations will ensure employees are trained as appropriate.

- Employees in health care settings should continue to conserve PPE as directed by supervisors until available supplies are sufficient to resume pre-COVID CDC/DOH standards for the most effective use and disposal of PPE.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

- All employees returning to their worksite will review this plan and the following guidance regarding hand hygiene, cleaning, proper use of PPE and other safety measures needed to protect fellow employees and the public during the COVID-19 pandemic.
  - CDC Guidance on handwashing (video): https://www.youtube.com/watch?time_continue=14&amp;v=eZw4Ga3gq3E&amp;feature=emb_title
DOH Guidance on cleaning (PDF):  

- Supervisors shall ensure all employees review the above items, document completion, and submit to the County Manager’s Officer prior to June 23, 2020.
- Signs will be posted in areas where equipment is shared reminding all users (both employees and the public) to disinfect shared equipment after use.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kpt?

- Unless otherwise mandated by the Department of Health or other state agency having jurisdiction for a worksite, cleaning logs shall be maintained by the Division of Public Works. Public Works Building Managers for each facility shall store the logs in their offices or where appropriate to ensure entries are made and logs are reviewed regularly.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- All employees and the public are reminded that the best practice for hand hygiene is to wash hands with soap and water for at least 20 seconds. Signs will be posted in and around bathrooms and food preparation areas in support of this message.
- Significant quantities of hand sanitizer are available for employee use when bathrooms are not readily available. Supplies may be requested from Purchasing (for procured products) or Emergency Management (gallon-size containers of NYSClean).
- Hand sanitizer will be provided at all regularly used building entrances.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

- Employees shall be responsible for the cleaning, storage, and appropriate disposal of face coverings they are provided. PPE shall not be shared.
- The Division of Public Works is responsible for cleaning and disinfection – procedures are maintained by supervisors within Public Works and via contract compliance with contracted janitorial services.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:
✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols. Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- With the exception of persons who come to Government Center for the purpose of voting (early voting, absentee voting, or registration), government buildings will be open to the public **by appointment only** during the initial phases of reopening. All visitors must be logged in by the department hosting the visit. Visitor logs shall be maintained for at least 14 days from the date of the last recorded entry in the event the log's information is needed to support a contact tracing investigation.

✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

- As a government agency, all positive tests of our employees are already referred to Public Health.

III. PROCESS

A. Screening. What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

- Due to privacy concerns and the Government’s responsibility to provide service to the public, health screenings will not be conducted as a condition for granting entry into a Sullivan County Government building.
  - EXCEPTION: Because of the high vulnerability of residents to COVID-19, all persons entering the Care Center at Sunset Lake shall be subject to screening as directed by the New York State Department of Health.
- All personnel accessing a Sullivan County Government building will be notified that they should not enter the building if:
  - they have had COVID-19 symptoms in the last 14 days,
  - they have tested positive for COVID-19 in the last 14 days, and/or
  - they have had close contact with a confirmed or suspected case in the past 14 days.
- At all times, employees are directed to monitor their own health and self-report to their supervisor if experiencing symptoms associated with COVID-19.
B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employee comply with contact tracing and disinfection requirements, you agree that you will do the following:

✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas?

- The County will take every reasonable effort to clean an area of a government building that was occupied by an employee who recently tested positive with personnel from the Division of Public Works or, if necessary, via a contracted cleaner.
- Cleaning will be conducted in as timely a manner as possible. However, employees are encouraged to use county-procured supplies provided in their work areas and not wait for supplementary cleaning, as long as it is safe for them to do so. This will minimize any additional risk of exposures.
- Cleaning shall be performed using the guidance provided above from DOH.

What products identified as effective against COVID-19 will you need and how will you acquire them?

- The County’s Purchasing Department shall acquire products from approved vendors whose products are known to be effective in killing cold and flu viruses.
- Purchasing shall acquire sufficient supplies to support this reopening plan. After the government has reopened for general public access, Department Heads shall be responsible for ordering cleaning products through Purchasing.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

- An employee who tests positive for COVID-19 will be notified of their positive test by Public Health, if not first notified by their provider. As soon as Public Health becomes aware of the positive test, the employee will be directed to isolate themselves from the workplace until cleared to return by Public Health.
- Public Health shall perform a contact tracing investigation upon learning of the positive case. Persons in close contact with the person who tested positive will be notified as part of this investigation. Close contact is defined as working in close proximity (less than 6') for a prolonged period of time (at least 10 minutes). The time period of interest begins 48 hours prior to experiencing symptoms or receiving a positive test until the moment the employee is isolated. (Non-essential) employees who were within close contact may be directed to get tested and quarantine themselves until test results come back negative or they are otherwise cleared by Public Health.
- If there is significant risk of exposure to multiple employees or members of the public, the Director of Public Health will consult with any/all impacted Department Heads and the County Manager’s Office to determine the proper balance between notifying those who may have been infected and protecting the private health information of the infected person.

IV. OTHER

Please use this space to provide additional details about your business’s Safety Plan, including anything to address specific industry guidance.
- Temporary telework policies established by the County Manager will remain in effect until repealed by the County Manager or revised and approved by the County Legislature.
- The Interim Emergency Paid Sick Leave and Expanded Family Leave Policy will remain in effect until repealed by the County Manager or revised and approved by the County Legislature.
- Excluding essential healthcare employees, employees who test positive may return to work at least 10 days have passed after testing positive (must be fever free with improving symptoms), are tested again and receive a negative result, or are cleared by their healthcare provider to return to work. Documentation must be provided to the employee from Public Health in order to permit return to work. (NOTE: This requirement may change to allow healthcare providers to authorize a return to work without requiring a letter from Public Health. Legislation is pending.)
  - Essential healthcare employees must complete a 14-day isolation period and receive a negative test result before they may return to work.
- This plan assumes that NYS will continue all current policies which allow for telephone and/or videoconferences with customers and clients. Department Heads who are impacted by a change in NYS policy that requires face-to-face contact with a member of the public should notify the County Manager’s Office as soon as they are aware to request further guidance.
- In-person public outreach events such as job fairs and presentation tables at events (except for those conducted by Public Health) are prohibited until the completion of NY Forward Phase 3 at the earliest.
- Travel to conferences and training outside of Sullivan County remains prohibited until further notice.
- Safe vehicle use:
  - At a minimum, clean and disinfect commonly touched surfaces/objects in the vehicle before and after use. When cleaning the vehicle, cleaning supplies and hand sanitizer will be provided.
  - Clean areas most frequently touched, with the cleaning supplies provided when assigned to the vehicle. Doors and windows should remain open when cleaning the vehicle. At a minimum, the following parts should be cleaned:
    - Door handles — interior and exterior;
    - Key fob;
    - Turn signal indicator;
    - Windshield wiper indicator;
    - Steering wheel;
    - Dashboard;
    - Inside door buttons;
    - Interior light and air controls;
    - Ensure that cleaning and disinfection procedures are consistently and correctly followed, including proper ventilation when chemicals are in use.
  - Set the climate control settings so that air is brought in from outside air and air inside the car is not being re-circulated.
  - Employees are limited to only one person per equipment and one person for vehicles that have only single row seating. Employees are limited to two people per vehicle for double row seating, provided all occupants wear face coverings while in the vehicle and there is only one person per seating row. Exceptions may be made where equipment design provides the required minimum 6’ of separation of occupants (e.g. large passenger vans).
- All employees are encouraged to receive their paychecks via direct deposit to their preferred bank account to reduce the need for delivery of paper checks. This is both more efficient to manage and reduces the need for face-to-face contact among employees.
- All supervisors shall train their employees on the contents and requirements of this plan upon their return to work onsite, if not sooner.
Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

✓ Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

All employees shall acknowledge that they have received and reviewed this document by signing the next page and providing the acknowledgement to their supervisor.
Employee Acknowledgement:
I have read, understand, and will comply with the Sullivan County Government Health and Safety Plan, which includes wearing face covering, social distancing, and not reporting to work when I know I am sick, and understand that if I violate this plan, I may be subject to disciplinary proceedings.
<table>
<thead>
<tr>
<th>Office</th>
<th>Current Operating Status</th>
<th>Near-term (NY Forward Phase 1-2)</th>
<th>Medium Term (NY Forward Phase 3-4)</th>
<th>Long Term Considerations (Post-Phase 4 until vaccine)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government-wide issues:</td>
<td></td>
<td>Buildings may re-open to the public, 100% staffing authorized; telework will continue as necessary to preserve social distancing and protect vulnerable employees</td>
<td>Department Heads may request to allow employees to remain on TW. Requests will generally be supported for those with high medical risks or who are more productive in a TW environment. Requests will not generally be granted for employees performing essential onsite work.</td>
<td></td>
</tr>
<tr>
<td>County Legislature</td>
<td>County Clerk onsite, Legislators onsite as required</td>
<td></td>
<td></td>
<td>County Legislature activities will depend on alterations made/not made to the NYS Open Meetings Law as Executive Orders continue/expire.</td>
</tr>
<tr>
<td>County Manager</td>
<td></td>
<td>100% onsite</td>
<td>100% onsite</td>
<td>100% onsite</td>
</tr>
<tr>
<td>County Attorney</td>
<td>50% or less onsite</td>
<td>Continue 50% onsite</td>
<td>All staff onsite at County Attorney’s discretion</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>County Auditor</td>
<td>50% or less onsite</td>
<td>Continue 50% onsite</td>
<td>All staff onsite at County Auditor’s discretion</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>County Clerk (Incl. DMV)</td>
<td>Minimum staffing onsite</td>
<td>Schedule cash drop offs with treasurer prior to going over</td>
<td>All staff onsite</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Board of Elections</td>
<td>All staff onsite to prepare for June Primary</td>
<td>Continue with all staff onsite until June primary, visits other than to cast primary ballots will be by appointment only 1 customer at a time. Consider TW after primary until all staff needed onsite to begin general election prep</td>
<td>All staff onsite, Separate specific plan will be developed to support June 23rd primary (early voting and consolidated precincts)</td>
<td></td>
</tr>
<tr>
<td>Administrator of Assigned Counsel</td>
<td>Office Closed (1x TW)</td>
<td>Office Closed (TW)</td>
<td>Office Closed (TW)</td>
<td>Administrator Onsite</td>
</tr>
<tr>
<td>Aging (OFA)</td>
<td>All staff on TW or supporting ECAC</td>
<td>Open office to staff only, 4 Nutrition FTE relocate to Transportation Building, ECAC staff continue at ECAC until end of Phase 1, high-risk staff continue TW</td>
<td>Open to staff and for limited appointments, high risk staff continue TW</td>
<td>Open for walk-ins. Congregate meal sites resume at end of phase 4, No RSVP support for reception, transportation, shopping bus until post-Phase 4</td>
</tr>
<tr>
<td>Grants</td>
<td>1 person onsite, will rotate</td>
<td>1 person onsite, will rotate</td>
<td>Resume onsite at Department Head discretion</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Human Resources/Personnel</td>
<td>2 persons onsite, 2 on TW</td>
<td>2 persons onsite, 2 on TW</td>
<td>All staff onsite</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>ITS</td>
<td>50% onsite, 50% TW</td>
<td>50% onsite, 50% TW</td>
<td>100% onsite if/when space available - ITS preparing to repurpose training room to support social distancing.</td>
<td>100% onsite if/when space available - ITS preparing to repurpose training room to support social distancing.</td>
</tr>
<tr>
<td>Management and Budget</td>
<td>All primarily on TW</td>
<td>1 FTE onsite</td>
<td>Will reduce to 1 after Monday, FAQs following host department plan</td>
<td>Director and Secretary onsite, seasonal staff onsite (if funded), Separate specific plan developed to support safe park operations for summer 2020.</td>
</tr>
<tr>
<td>Parks and Rec</td>
<td>1 FTE onsite</td>
<td>Director mixed onsite and TW, Secretary TW</td>
<td>Director mixed onsite and TW, Secretary onsite, seasonal staff safe to return (if funded)</td>
<td>Director and Secretary onsite, seasonal staff onsite (if funded), Separate specific plan developed to support safe park operations for summer 2020.</td>
</tr>
<tr>
<td>Payroll</td>
<td>1 person onsite, 2 on TW</td>
<td>1 person onsite, 2 on TW</td>
<td>2/1 feasible</td>
<td>2/1 feasible</td>
</tr>
<tr>
<td>Planning</td>
<td>100% TW</td>
<td>100% TW</td>
<td>2/1 feasible</td>
<td>2/1 feasible</td>
</tr>
<tr>
<td>Probation</td>
<td>Minimal staff onsite to preserve continuity of operations</td>
<td>Limited return of probation officers on rotating basis, probationers in building by appointment only, resume home visits</td>
<td>Limited return of probation officers on rotating basis, probationers in building by appointment only, resume home visits</td>
<td>Minimal staff onsite to preserve continuity of operations, probationers in building by appointment only, resume home visits</td>
</tr>
<tr>
<td>Public Works</td>
<td>Minimal in office staffing, road crews on 50% rotation</td>
<td>Minimal in office staffing, road crews on 50% rotation</td>
<td>Resume onsite at Department Head discretion</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1 FTE onsite; 3 TW</td>
<td>2 FTE onsite, 2 FTE on TW, conduct public bid openings remotely</td>
<td>Resume onsite at Department Head discretion</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Real Property</td>
<td>2.2 FTE onsite, 1.8 FTE</td>
<td>2.2 FTE onsite, 1.8 FTE, prepare for director's retirement, 1.8 FTE TW, Limit 3 customers in office, staff-only access to paper maps</td>
<td>1 FTE onsite, 3 FTE TW</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Risk Management</td>
<td>1 FTE onsite, 3 FTE</td>
<td>1 FTE onsite, 3 FTE</td>
<td>1 FTE onsite, 3 FTE</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Sustainable Energy</td>
<td>1 person mixed onsite and TW</td>
<td>1 person mixed onsite and TW</td>
<td>1 person mixed onsite and TW</td>
<td>1 person mixed onsite and TW</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Normal operations with reduced staff onsite</td>
<td>1 staff/1 customer at front counter, max 3 in waiting area, 3 RP spaced apart onsite, 2 accountants onsite</td>
<td>Will adjust as conditions dictate, 8 able to telework</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Veteran Services</td>
<td>1 person onsite, all others on TW</td>
<td>Continue w/1 person onsite, client meetings via phone only, plexiglass at reception counter</td>
<td>All staff onsite</td>
<td>All staff onsite</td>
</tr>
<tr>
<td>Youth Bureau</td>
<td>Office Closed (1x TW)</td>
<td>Office Closed (1x TW)</td>
<td>Office Closed (1x TW)</td>
<td>Director onsite</td>
</tr>
<tr>
<td>Health and Family Services Complex, Liberty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Care Center</td>
<td>24/7 operations, no visit</td>
<td>24/7 operations, no visit</td>
<td>24/7 operations, no visit</td>
<td>Consider designing and implementing a safe onsite visitation plan</td>
</tr>
<tr>
<td>Community Services</td>
<td>Essential onsite staff only to administer medication, support hospital discharges and urgent care (25% rotating onsite staff)</td>
<td>Continue to maximize tele-physch, start limited appointments. Tu-Th 9am-1pm, Minimize community work and client transport. Expand appointment availability to M-Th, 9a-5p, Minimize community work and client transport.</td>
<td>Resume open access, 9a-12p, Resume normal community work and client transport.</td>
<td>Resume open access, 9a-12p, Resume normal community work and client transport.</td>
</tr>
<tr>
<td>Family Services</td>
<td>Most personnel on TW</td>
<td>HEAP - 6 onsite, TW: MA, TA, SNAP, Clerical, Data Entry</td>
<td>Plans in place, actively working to have clients stay home and work with caseworkers, etc. via phone</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
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<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>Reduced staff onsite</td>
<td>Will reassess as necessary, avoiding disruption to workflows at this time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Public Safety (Emergency Services Training Center/EOC, E-911 Center)**

**Building-wide guidance:**

<table>
<thead>
<tr>
<th>E-911</th>
<th>24/7 operations with staff in two locations</th>
<th>24/7 operations, all at 911 Center</th>
<th>24/7 operations, all at 911 Center</th>
<th>24/7 operations, all at 911 Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Safety/Emergency Management</strong></td>
<td>Staffing as normal, at ESTC</td>
<td>Staffing as normal, at ESTC</td>
<td>Staffing as normal, at ESTC</td>
<td>Staffing as normal, at ESTC</td>
</tr>
<tr>
<td><strong>Bureau of EMS</strong></td>
<td>Staffing as normal, at ESTC</td>
<td>Staffing as normal, at 911 Center</td>
<td>Staffing as normal, at 911 Center</td>
<td>Staffing as normal, at 911 Center</td>
</tr>
<tr>
<td><strong>Bureau of Fire</strong></td>
<td>Staffing as normal, at ESTC</td>
<td>Staffing as normal, at ESTC, all training remote</td>
<td>Staffing as normal, at ESTC, all training remote</td>
<td>Staffing as normal, at ESTC, onsite training, Follow DHSES/Fire Academy guidance for onsite training</td>
</tr>
</tbody>
</table>

**Other Locations**

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Medical Transportation only, modify schedules to ensure social distancing</th>
<th>Add shopping/nutrition drivers upon return from furlough, modify schedules to ensure social distancing</th>
<th>Add shopping/nutrition drivers upon return from furlough, modify schedules to ensure social distancing</th>
<th>Add shopping/nutrition drivers upon return from furlough, modify schedules to ensure social distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Community Assistance Center</strong></td>
<td>Staff onsite</td>
<td>Transition staff to Transportation Building</td>
<td>Transition staff to Transportation Building</td>
<td>Transition staff to Transportation Building</td>
</tr>
<tr>
<td><strong>Center for Workforce Development</strong></td>
<td>Supporting ECAC, Business Services Rep on TW</td>
<td>3 FTE, 4 P/T supporting ECAC, 2 P/T supporting PEO, NYSDOL staff returning 1 June</td>
<td>Business Services Rep may return to onsite work</td>
<td>All staff return to onsite work, continue client support by appointment until all clear, full DOL Plan is unknown</td>
</tr>
</tbody>
</table>