

Town of New Castle Operation Plan Events of Public Health Emergencies

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Purpose Statement

As per the newly enacted Labor Law § 27-c, public employers are required to develop operation plans in the event of certain declared public health emergencies. Such operations plans are required to be completed by April 1, 2021.

The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Public employers include the State of New York and divisions thereof, counties, cities, towns, villages, public authorities, commissions and public benefit corporations as well as other agencies that exercise governmental power under New York law.

Essential & Justification of Essential Positions & Titles

This section denotes a list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, with justification for that consideration for each position and title included.

“Essential” is defined by Labor Law § 27-c as a reference to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

“Non-essential” is defined by Labor Law § 27-c as a reference to made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

<u>Dept. Name</u>	<u>CS Title</u>	<u>Essential Position</u>	<u>Non-Essential Position</u>	<u>Justification</u>
Administration	Town Administrator		X	Able to work remote.
	Secretary to Town Administrator		X	Able to work remote.
Assessor	Assessor		X	Able to work remote.
	Assistant Assessment Clerk		X	Able to work remote.
	Real Property Appraiser		X	Able to work remote.
Building	Director of Planning		X	Able to work remote.
	Asst. Planner		X	Able to work remote.
	Office Manager		X	Able to work remote.
	Sec'y to ARB		X	Able to work remote.
	Sec'y to ZBA		X	Able to work remote.
	Sec'y to Planning Board		X	Able to work remote.

	Building Inspector	X		Must be present for Building Inspections.
	Asst. Building Inspector	X		Must be present for Building Inspections.
	Environmental Coordinator	X	X	Partially able to work remote, need to be present for inspection of trees.
	P/T Fire Inspector	X		Must be present for Building Inspections & Fire Inspections.
Engineering	Town Engineer		X	Able to work remote.
	Civil Engineering Tech		X	Able to work remote.
Comptroller	Comptroller		X	Able to work remote.
	Sr. Bookkeeper		X	Able to work remote.
	Account Clerk		X	Able to work remote
	Sr. Account Clerk (payroll)		X	Able to work remote.
	Sr. Office Asst. (Water Billing)		X	Able to work remote.
Court	Town Justice (2)	X	X	Partially remote must be present on Thursdays for court.

	Court Clerk (2)	X	X	Partially remote must be present for mail distribution and process of tickets. Must be present on Thursdays for court.
	Town Prosecutor (2)	X	X	Partially remote must be present on Thursdays for court.
Town Clerk	Deputy Town Clerk	X	X	Partially able to work remote. Must be present for mail distribution, Vital Records, Licenses and collection of Taxes.
	Administrative Intern	X	X	Able to work remote. Must be present for mail distribution.
Tax Dept	Town Clerk/Receiver of Taxes	X	X	Partially able to work remote. Must be present for mail distribution, Vital Records, Licenses and collection of Taxes.

	Deputy Receiver of Taxes	X	X	Partially able to work remote. Must be present for mail distribution, Vital Records, Licenses and collection of Taxes.
DPW- Admin Staff	Commissioner of Public Works	X		Must be present to Supervise staff.
	Assistant Commissioner of Public Works	X		Must be present to Supervise staff.
	Sec't to Commissioner		X	Able to work remote.
	Sr. Office Assistant		X	Able to work remote.
DPW- Highway	General Foreman	X		Must be present to Supervise staff. Duties can't be done remotely. Road maintenance, road repairs, snow removal and drainage repairs.
	Asst. General Foreman	X		Must be present to Supervise staff. Duties can't be done remotely. Road maintenance, road repairs, snow removal and drainage repairs.

	Heavy Motor Equipment Operator (2)	X		Must be present, duties can't be done remotely. Road maintenance, road repairs, snow removal and drainage repairs.
	Motor Equipment Operator (6)	X		Must be present, duties can't be done remotely. Road maintenance, road repairs, snow removal and drainage repairs.
	Laborer (5)	X		Must be present, duties can't be done remotely. Road maintenance, road repairs, snow removal and drainage repairs.
DPS- Building Maintenance	Lead Maintenance Mechanic	X		Must be present to supervise, duties can't be done remotely. Buildings maintenance. Any upkeep.
	Electric Maintenance Mechanic	X		Must be present, duties can't be done remotely. Building maintenance. Any upkeep.

	General Repairer	X		Must be present, duties can't be done remotely. Building maintenance. Any upkeep.
DPW-Mechanics	Lead Maintenance Mechanic- Auto	X		Must be present, duties can't be done remotely. Town cars and Trucks maintenance.
	Auto Mechanic (2)	X		Must be present, duties can't be done remotely. Town cars and Trucks maintenance.
DPW-Recycling	Lead Maintenance Mechanic- Recycling	X		Must be present, to oversee Recycling unit, pick up garbage and clean streets.
	Heavy Motor Equipment Operator	X		Must be present, to pick up garbage and clean streets.
	Motor Equipment Operator (2)	X		Must be present, to pick up garbage and clean streets.
	P/T Laborer- Recycling	X		Must be present, to pick up garbage and clean streets.

DPW- Water	Supervisor- Water Systems Operations	X		Must be present, to maintain water system, repair water main breaks, take daily samples for water quality as required by county and state law.
	Asst. Supervisor- Water Systems Operations	X		Must be present, to maintain water system, repair water main breaks, take daily samples for water quality as required by county and state law.
	Water Main Worker GD.1	X		Must be present, to maintain water system, repair water main breaks, take daily samples for water quality as required by county and state law.

	Laborer (3)	X		Must be present, to maintain water system, repair water main breaks, take daily samples for water quality as required by county and state law.
Recreation and Parks	Superintendent	X	X	Partially able to work remote Must be present for Distribution of Meals on Wheels.
	Asst. Superintendent	X	X	Partially able to work remote Must be present for Distribution of Meals on Wheels.
	Parks Foreman	X		Must be present for daily upkeep of parks.
	Office Manager		X	Able to work remote.
	Recreation Attendant	X		Must be present at Recreation Center. Distribution of Meals on Wheels.

	Recreation Supervisor (3)	X	X	Partially able to work remote must be present at Recreation Center. Distribution of Meals on Wheels.
	Groundskeeper (2)	X		Must be present for daily upkeep of recreation center & parks.
	Laborer (3)	X		Must be present for daily cleaning of recreation center & parks.
Police	Chief of Police	X	X	Partially able to work remote must be present to supervise staff.
	Lieutenant (2)	X	X	Partially able to work remote must be present to supervise staff.
	Det. Sergeant	X	X	Partially able to work remote must be present to supervise staff.
	Sergeant (9)	X		Must be present to perform job duties. Arrests and patrol.

	Detective (5)	X	X	Partially able to work remote. Must be present to perform Investigations & Arrests.
	Officer (20)	X		Must be present to perform job duties. Traffic stops, arrests, and summons.
Police- Civilian	Sr. Office Asst.	X	X	Partially able to work remote must be present for alarm renewals and mail.
	Intermediate Clerk	X	X	Partially able to work remote must be present to alarm renewals and mail.
	Community Service Worker	X		Must be present to perform job duties. Enforce tickets & summons.
	Animal Warden/Parking Enforcement Officer	X		Must be present to perform job duties. Enforce tickets & summons.

	Court Officer P/T (5)	X		Must be present on Thursdays for court.
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Telecommute Protocols for Essential Employees, Non-Essential Employees & Contractors

This section contains the specific protocols that will be followed to enable essential employees, non-essential employees and contractors to telecommute. This includes, at a minimum, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office telephone lines to work or personal cell phones, to the extent practicable or applicable to the workplace.

Department of Public Works:

Commissioner of Public Works and Assistant Commissioner

- Town issued laptop and remote access connection to desktop workstation
- Smart phone assigned for voice calls, text messages, and email

Secretary to the Commissioner and Senior Office Assistant

- Have remote computer access connections to Town workstations through their personal laptops
- DPW phones can be forwarded out to one offsite phone number.
- DPW office has one Town smart phone to be taken home by office staff that will be receiving forwarded calls

Recreation & Parks: Executive staff (Superintendent, Asst. Superintendent, and Office Manager) are the only staff that can perform their work remotely. Have remote computer access connections to Town workstations through their personal laptops/desktops.

Police Department: The Executive Staff (Chief, Lieutenant, and Detective Sgt.) are the only staff that can fully perform their work remotely. They have been assigned laptops, cell-phones and given access to remotely log in to their computers. They have had the equipment and remote ability since being appointed to their respective positions. Detectives are also able to work remotely on a limited basis.

Police-Civilian Staff: Have remote computer access connections to Town workstations through their personal laptops/desktops.

Building Department: Town issued laptop and remote access connection to desktop workstation & Have remote computer access connections to Town workstations through their personal laptops/desktops.

Tax Assessor's Office: Have remote computer access connections to Town workstations through their personal laptops/desktops.

Tax Receiver's Office: Have remote computer access connections to Town workstations through their personal laptops/desktops.

Town Clerk's Office: Have remote computer access connections to Town workstations through their personal laptops/desktops.

Town Comptroller's Office: Have remote computer access connections to Town workstations through their personal laptops/desktops.

Town Court: Have remote computer access connections to Town workstations through their personal laptops/desktops.

Town Administrator Office: Have remote computer access connections to Town workstations through their personal laptops.

Descriptions of Staggered Work Shifts to Reduce Overcrowding

This section denotes descriptions of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace overcrowding.

Department of Public Works: All employees must be present daily to perform job duties.

Recreation & Parks: Rotate days to work remote, only 2 people in Town Hall on same day. Only Rec Supervisor & Rec Attendant at centers daily. Staff will rotate daily shifts. All Park staff must be present.

Police Department: Outside of an emergency, only one Lieutenant will be working in Police Headquarters at any time. The other Lieutenant will be working remotely on days they are scheduled to work and not be in the building.

Outside of an emergency, only one Detective will be working in the Detective Division Office at any time. Any additional Detectives scheduled to work will be assigned to “Home” as their Post during their scheduled tour and will be “on-call”. Should there be a situation where additional manpower is needed (i.e. sick, PL, emergency, arrest, etc.), those Detectives assigned to “Home” for that tour will be required to report to HQ for duty.

Patrol will operate with minimum manpower on all tours. Additional personnel will be assigned to “Home” as their Post during their scheduled tour and will be “on-call”. The “Home” Post assignment will be reflected in POSS and written on the “Daily Assignment Sheet”. Should there be a situation where additional manpower is needed (i.e. sick, PL, emergency, arrest, etc.), those Officers assigned to “Home” for that tour will be required to report to HQ for duty. If more than one Officer is assigned to “Home” and additional manpower is needed, the Officer required to report to HQ for duty will be by reverse seniority.

The on-call Officer will be determined initially by seniority. It will then be rotated on who has previously been “on-call”.

Police-Civilian Staff: Rotate days to work remote, no more than 1 person in the office on same day.

Building Department: Rotate days to work remote, only 3 people in the office on same day.

Tax Assessor’s Office: Rotate days to work remote, no more than 2 people in the office on same day. Somedays it will be only one person.

Tax Receiver's Office: Rotate days to work remote, no more than 2 people in the office on same day.

Town Clerk's Office: Rotate days to work remote, no more than 2 people in the office on same day.

Town Comptroller's Office: Rotate days to work remote, no more than 2 people in the office on same day.

Town Court: Rotate days to work remote. Only one person in the office. Thursday's only will be two or more people due to court.

Town Administrator's Office: Rotate days to work remote. Only one person in the office daily.

Personal Protective Equipment (PPE) Supply & Security

This section establishes the protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential employees and contractors with at least 2 pieces of each PPE device needed for each work shift for at least six months. This section further establishes a plan for the storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

DPW:

- The Commissioner of Public Works, Assistant Commissioner and Assistant to the Commission maintains an inventory of PPE, which is updated and reviewed monthly. Purchases made accordingly.
 - Supply of Cotton multi-layer washable face masks
 - Supply of 3-ply Surgical Masks
 - Supply of KN95 masks
 - Supply of individual pouch hand sanitizer
 - Supply of sanitizer dispensers placed throughout DPW buildings
 - All supplies stored in climate controlled storage closet away from UV light
 - Supplies have been ordered from
 - S&H Uniform
 - Wurth Industries
 - Powerpak

Quantity: Will have sufficient PPE on hand to meet State Requirements.

POLICE:

- Every Officer was issued four (4) cloth, two (2) K95 masks, and two (2) pair of goggles. Surgical masks are available at all times in the Muster Room at all times, K95 masks are in Department vehicles, and gloves are available at all times in the Booking Room.
- The Police Departments Sr. Office Assistant maintains an inventory of PPE, which is updated and reviewed monthly. Purchases made accordingly.
- If our inventory approaches two (2) pieces of masks and gloves for each Officer for each shift for at least six months, additional supplies will be ordered immediately.
- Supply of sanitizer dispensers placed throughout Police Department.
- All PPE supplies for the Department are stored in a dry, safe, and secure location inside Police Headquarters. The executive and administrative staff have access to this location and shall immediately access them if an emergency is declared.

- Supplies have been ordered from
 - Amazon – (police department account)
 - Medical Warehouse, Inc.
 - www.ballchain.com

Quantity: Will have sufficient PPE on hand to meet State Requirements.

RECREATION & PARKS:

- The Superintendent of Recreation maintains an inventory of PPE, which is updated and reviewed monthly. Purchases made accordingly.
- We keep a sufficient amount of PPE stored in our office for when needed, but the bulk of the supplies are kept in the first floor storage room. These supplies are accessible to everyone.
- Supply of sanitizer dispensers placed throughout Recreation Department and Community Centers.
- Supplies have been ordered from
 - Imperial Dade (formally Straus)
 - Henry Schein Health Care Solutions

Quantity: Will have sufficient PPE on hand to meet State Requirements.

TOWN HALL:

- The Commissioner of Public Works, Assistant Commissioner and Assistant to the Commission maintains an inventory of PPE for Town Hall, which is updated and reviewed monthly. Purchases made accordingly.
 - Supply of KN95 masks- Quantity 600
 - Supply of Cotton multi-layer washable face masks – Quantity 200
 - Supply of individual pouch hand sanitizer
- Supply of sanitizer dispensers placed throughout Town Hall
- We keep a sufficient amount of PPE stored. The bulk of the supplies are kept in the first floor storage room. These supplies are accessible to everyone.

Quantity: Will have sufficient PPE on hand to meet State Requirements.

Protocols Regarding Prevention of Spread in the Workplace

This section notes the protocols to prevent contraction and spread of the communicable disease in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols include, but are not limited to, the immediate disinfection of any known to be infected or suspected to be infected individual's work area and common areas surface and shared equipment the individual may have touched, and outline the Town's policy on available leave with respect to employee testing, treatment, isolation or quarantine.

****Town Employee Health Screening & Safety Measures****

- All staff in Town Hall have their temperature taken each day when entering the building. Screening takes place in the lobby before entering the office.
- Temperatures checked each day when employees enter the DPW building
- Covid-19 symptom form circulated and periodically signed by all
- Require social distancing in lunchroom when masks cannot be worn – occupancy limits
- Town Hall bathrooms have been converted to single use
- Town Hall conference rooms and assembly room all have been modified occupancy numbers to reflect social distancing
- Keep employees separated as much as possible when traveling to job sites by using individual vehicles
- DPW Building closed to the public. Communication with public by phone, email or drop box for documents
- Town Hall closed to the public only seeing residents daily from 9am-12pm by appointment.
- To limit potential exposure, DPW currently only have 1 staff member in the office per day. Staff members also each have their own office space.

See attached - COVID-19 – Operations Order O20-03 - Protocols & Procedures

See attached – Town of New Castle-Return to Work Form

****Cleaning and Sanitizing Protocols****

- Upon notification of a Covid-19 positive employee require that area of the building to be vacated. Close doors to cordon off area and open windows.
- After waiting for fresh air to circulate have staff or cleaning contractor disinfect by wiping surfaces and then following up by fogging the area with disinfectant
- Town vehicles have been provided with disinfecting kits containing spray bottles of disinfectant, paper towels, and also alcohol wipes

- The Town shall maintain on hand sufficient cleaning and sanitizing supplies to adequately routine clean pursuant to CDC guidelines/recommendations. These supplies include, but are not limited to:

- Bleach
- Alcohol
- Spray bottles
- Wipes

The Town will also follow the CDC recommended protocol for cleaning after an area has been exposed to a COVID-19 positive individual or subsequent pathogen.

- Schedule precautionary disinfection cleanings of Town buildings at a frequency commensurate with infection risk.
- The Town hires a contractor for daily cleaning of the office space. A deep clean is currently performed bi-weekly.

See attached - COVID-19 – Operations Order O20-03 - Protocols & Procedures

****Employee Leave Protocols****

- Employees that have been exposed shall quarantine in accordance with recommendations of CDC, private medical doctor, and Town Administrator
- Employees where members of their household have been exposed must report these exposures. These instances will be handled on a case by case basis
- If an employee is exposed to or tests positive for COVID-19 that employee must quarantine at home for 10 days and provide a negative PCR test before returning to work.

The Town of New Castle (the “Town”) provides eligible employees with NYS COVID-19 Paid Sick Leave under certain conditions.

Eligibility

All employees are eligible for NYS COVID-19 Paid Sick Leave.

Reason for Leave

An employee may take NYS COVID-19 Paid Sick Leave if:

- The employee is subject to a mandatory or precautionary order of quarantine/isolation issued by the State of New York, the department of health, local board of health, or any governmental entity duly authorized to issue such order due to COVID-19.

However, an employee is not entitled to NYS COVID-19 Paid Sick Leave if he/she is deemed asymptomatic or if he/she has not yet been diagnosed with any medical conditions and is physically able to work while under a mandatory or precautionary order of quarantine/isolation, whether through remote access or other similar means.

Additionally, an employee who is subject to a mandatory or precautionary order of quarantine/isolation, as outlined above, due to voluntary travel¹ outside of New York State, is not entitled to NYS COVID-19 Paid Sick Leave.

Duration/Compensation

An employee is entitled to be provided with up to fourteen (14) consecutive calendar days of paid sick leave during any mandatory or precautionary order of quarantine or isolation. An employee is entitled to be compensated at his/her regular rate of pay for those regular work hours during which he/she is absent from work due to a mandatory or precautionary order of quarantine or isolation due to COVID-19.

Leave Rules

- An employee may elect to use NYS COVID-19 Paid Sick Leave before using any accrued paid leave.
- An employee is only entitled to one (1) fourteen (14) consecutive calendar day allotment of NYS COVID-19 Paid Sick Leave. However, an employee is entitled to a maximum of three (3) fourteen (14) consecutive calendar day allotments of NYS COVID-19 Paid Sick Leave only where the second (2nd) and third (3rd) occurrences are due to the employee's own positive COVID-19 test results. In such circumstances, the employee must submit documentation to the Town from a licensed medical provider or testing facility attesting that the employee has tested positive for COVID-19.
- After NYS COVID-19 Paid Sick Leave is utilized, an employee is required to utilize his/her own time (sick, personal, vacation) if he/she is subject to an additional mandatory or precautionary order of quarantine or isolation due to COVID-19.

Requesting Leave

If an employee needs to take NYS COVID-19 Paid Sick Leave, he/she should provide notice as soon as possible. Normal call-in procedures apply to all absences

¹ For purposes of this Policy, "voluntary travel" is defined as travel that was not taken as part of the employee's employment or at the direction of the Town.

from work. Additionally, documentation, including, but not limited to, a copy of the order of quarantine or isolation, or the positive test result, may be requested by the Town. Such documentation, if requested, may be provided by the employee after the commencement of the requested leave. All missed time communicated to the Town as COVID-19 time and consistent with the policy above, has been and will continue to be coded as “COVID-19 time” in our payroll system.

Retaliation

The Town will not retaliate against employees who request or take leave in accordance with this Policy.

Expiration

This Policy shall remain in effect unless and until New York State Legislation S8091/A10153 is repealed.

See attached - COVID-19 - Operations Order O20-07 - Exposure Policy

Protocols Regarding the Documentation of Hours & Work Locations

The section considers the protocols for documenting precise hours and work locations, including off-site visits, of essential employees/contractors for purposes of aiding in tracking the disease and identifying the population of exposed employees/contractors in order to facilitate the provision of any benefits that may be available to them on that basis.

POLICE:

- Officer schedule and actual dates and times worked are maintained in our Department Records Management System – VCS Software.
- Officer work locations are maintained in our Department Records Management System – IMPACT.

NON-POLICE:

- All Employees are tracked by their supervisor for remote attendance daily.
- All Employees are tracked by their supervisor for in-office attendance with time clock punch in.

Protocols in Identifying Sites for Emergency Housing For Essential Employees

This section denotes the protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

DPW:

- Cots on hand for DPW employees
- Many prefer to sleep in their cars after parking them inside heated garage
- DPW Building has a kitchen with Refrigerator, Stove and Oven
- DPW Building has 2 showers
- Millwood Water Treatment Plant has 2 Locker Rooms with showers
- Some employees that are volunteer firefighters stay overnight at the Millwood or Chappaqua Fire Stations

POLICE:

- Town Hall and Community Center
- Cots on hand for employees

RECREATION & PARKS:

- Town Hall and Community Center
- Cots on hand for employees

TOWN HALL:

- Town Hall and Community Center
- Cots on hand for employees

If there is an emergency that requires our essential workers to stay overnight, we will explore the possibility of hotel rooms to accommodate essential workers, if not available, the Town Administrator would reach out to the Westchester County Department of Emergency Management for further arrangements.

This Operation Plan was shared with the following Town's Bargaining Units:

Civil Service Employees Association, Inc.

Police Association of New Castle

Retaliation Prohibition: No employee shall be discharged, suspended, demoted, penalized, discriminated against, or have any other adverse employment action taken against him/her in the terms and conditions of employment for making suggestions or recommendations regarding the content of this Plan.

COVID-19 – Operations Order O20-03 - Protocols & Procedures

To minimize the risk of Department members from exposure to the COVID-19 virus, the following measures will be taken:

- **Call Screening**
 - ALL calls for service and all interactions with subjects in the field should be screened using the posted PSAP Call Screening Guidelines to determine if there is any known risk of COVID-19 exposure to the responding Officer. The guidelines are posted at the Desk and in PowerDMS.

- **Calls for Service**
 - *Burglar Alarm* - Officers should only check the interior of any alarm when there is evidence of forced entry. Locations with unlocked or open doors do not require interior inspection. Every attempt should be made to secure the door and to contact the homeowner. An event card should be left if contact with the owner is not made.
 - *Fire Calls* - absent an immediate threat to life or other exigent circumstance, Officers will only respond to assist with traffic. There is no need to obtain the pedigree of the owner or cause for the alarm. If you can get the name of the fire chief, please enter it in the Blotter.
 - *Aided Cases* - absent an immediate threat to life or other exigent circumstance, Officers are to remain outside the home and assist only as requested by ALS/BLS staff.
 - *Non-emergency Calls* - any call for service that can be handled over the phone without in-person contact should be handled in that manner. A Blotter and complete narrative with all the usual information is still required.
 - *Emergency Calls* - we will continue to respond to crimes in progress, immediate threats to life, other exigent circumstances, domestics, etc.
 - *MHL/ EDP*- Contact our WDCML liaison Desh Edwards (914-907-0155), during the handling of these calls. Mrs. Edwards will be able to conduct virtual mental health assessments via telephone and provide us with assistance to identify and expedite the processing of these calls. As a reminder, use the Department issued cell phones. If Edwards is not available, the backup contact person is Mark Giuliano (914-552-3956).

- **Traffic Enforcement**
 - In an effort to reduce contact with people from all over the region, department goals and objectives for proactive traffic enforcement are relaxed to include only egregious safety violations observed by the Officer or specific situations brought to our attention by the public. We will continue performing "Signal 30's" and maintain a high visibility presence as a deterrence measure for motorist compliance.

- **Fingerprinting / Car Seat Installation**
 - Civilian fingerprinting and car seat installations are suspended until further notice.

- **Access to Headquarters / Town Hall**
 - Only sworn personnel, non-sworn personnel on official business and Town employees (subject to the approval of ranking on-duty Officer) are permitted in HQ.
 - Only one (1) person will be permitted in our headquarter lobby at a time.
 - Items from the public for Town Hall that will not fit in the lockbox located outside HQ, should be left on the shelf in our vestibule, and the appropriate Town Hall department called to have the item picked up.
 - Deliveries for the Department or Town Hall will still be accepted for the time being. These deliveries should also be left in our lobby. Officers can collect our deliveries and call the appropriate Town Hall department to retrieve their delivery.
 - "Signal 26" checks are suspended during Town Hall hours, 0845 – 1630 hours.

- **Protective Measures**
 - All employees are required to wear the mask at all times when you are working unless you are in a Town vehicle by yourself, the Desk Officer or working in an Office alone..
 - Stay home if you are sick. Unless it is an emergency, call your health care provider for medical advice that can be provided over the phone or use telehealth services before traveling to the office. If it is an emergency, call 911 and notify them of potential symptoms (e.g., fever, cough, trouble breathing).
 - Officers are reminded to wear latex gloves during all dealings with the public, to wash your hands frequently with soap and water for at least 20 seconds, and avoid touching your face with unwashed hands.
 - Officers should cover your mouth and nose with a tissue when coughing or sneezing and then immediately discard it in a closed container. If a tissue is not available, use the inside of your elbow.
 - Officers should utilize the same pen or writing instrument and not share these items.
 - Portable hand sanitizer dispensers have been stationed around HQ.
 - We have placed disinfectant wipes in the muster room. Officers must wipe down the front inside surface area of their vehicle at the beginning of each tour with said wipes.
 - Desk Officers should use disinfectant wipes to sanitize well-used surfaces such as keyboards, telephones, etc.
 - To the extent possible, officers should interview people at the doorway on all calls for service while maintaining 6 feet of "social distancing" and determine the need to enter a residence. If there is no need to enter the residence, don't.

- Two N95 masks have been placed in each Officer's mailbox in the lunchroom. We have also confirmed there are two N95 masks in each vehicle's first aid kits and added two pairs of goggles. The N95 stock is extremely limited and the ability to get new stock is not likely. These masks should be used only on cases in which it has been determined that it is a suspected coronavirus exposure patient and your presence is necessary within 6 feet of the individual.
- Two Tyvek suits and two clear plastic face shields have been placed into the first aid kits of all patrol vehicles. Use them in conjunction with the other PPE's if you have to come in contact with a subject that is COVID-19 positive.
- Desk Area Access:
 - Due to the importance of the desk area for our daily operations, please limit its access to the desk officer and his/her relief, as well as civilian employees for records or printer access.
 - The desk area should not be used to hold roll call, report writing, or any type of social gathering.
 - Make sure that the front desk door remains closed at all times.
- Locker-room Access:
 - To reduce the chances of inadvertently spreading COVID-19 among ourselves, follow the below locker room guidelines.
 - No more than two people should use the locker room at the same time.
 - The two people shall remain at least six feet apart.
 - If officers working have adjoining or lockers at close proximity (less than six feet apart), then they must take turns.
- As per the Governor's Executive Order 202.16, effective 04/15/ 2020 at 1500 hours, Officers are required to wear face coverings "when in direct contact with members of the public". The Department is working on obtaining high-quality washable masks. In the meantime, we will exhaust our supply of surgical masks first and then the N95 masks. The N95 masks in each patrol car and previously supplied should still be used on cases involving a suspected coronavirus exposure patient where your presence is necessary within 6 feet of the individual. The surgical masks will be left on the Sergeant's Desk in the squad room. Each Officer will take one mask per tour and put on according to the following instructions:
 - **How to Put on a Mask**
 1. Clean your hands thoroughly with soap and water or hand sanitizer.
 2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
 3. Secure the mask using the ties or ear straps.
 4. If the mask has a bendable top, press over the nose with thumb and index finger to secure.

5. Ensure the mask covers your nose and mouth and is secure under the chin.
 6. Wash your hands thoroughly with soap and water or hand sanitizer.
 7. While wearing your mask, avoid touching the mask and your face.
- **How to Remove a Mask**
 1. Wash your hands thoroughly with soap and water or hand sanitizer.
 2. Do not touch the inside of the mask, which may be contaminated.
 3. Remove the ear tabs or straps and take the mask off your face.
 4. Dispose of the mask, or wash the mask (if appropriate) in the washing machine at 140 degrees.
 5. Wash your hands thoroughly with soap and water or hand sanitizer.
 - Temperature testing is mandatory for all employees.
 - Please adhere to the following guidelines:
 - The Booking Room has been designated as the area where temperature screening will take place.
 - Upon arriving to work, report directly to the Booking Room to self-test.
 - To self-test, pick up the thermometer, position the thermometer probe at the middle of your forehead, keep in contact, press and hold the scan button, slide to your temple, release the button and observe your temperature on the LCD screen.
 - A supervisor should be on hand while personnel self-test. They will remain at least six feet away from the testing employee.
 - Supervisors will ask the employee to confirm verbally that their temperature is less than 100.4° F. They will make sure the person being tested is not coughing, experiencing shortness of breath, or displaying other signs of illness.
 - If for some reason a supervisor is unavailable, the employee will self-test and report their reading to the most senior Officer in the Building.
 - An employee with a temperature reading of 100.4° F or more should immediately leave the building. They will be placed off-duty, directed to return home, and sent for testing using established guidelines.
 - Borderline fever readings (99.5 ° or above) will be retested after approximately 15 minutes to reduce false positives/negatives.
 - The thermometer must be carefully cleaned after each use. A container of Clorox wipes has been left next to the thermometer.

- **Arrest Processing**

- Upon arrest, the arresting Officer will ask the prisoner the PSAP Call Screening Guideline questions.
- If the prisoner answers NO to the questions, normal booking procedures should be followed.
- If the prisoner answers YES to any of these questions, the arresting Officer will notify the on-duty Supervisor that they have a prisoner that failed the PSAP screening.
- The arresting Officer should transport the prisoner to HQ's parking lot, but not enter the building.
- From their vehicle, the arresting Officer should use their car computer to enter all the appropriate arrest information into IMPACT.
- Once all the information has been entered, the on-duty Supervisor will make sure all information is entered correctly and accurately. They will then verify the person in custody is who they say they are via Federal/State photo ID, previous booking photos, personal knowledge, etc.
- An appearance ticket will be issued and given to the prisoner. Said appearance ticket should have a return date approximately forty-five (45) days from the arrest date.
- The prisoner should then be released and recommended to self-quarantine, contact their medical professional and notify the Westchester County Department of Health at (866) 588-0195.
- If the prisoner cannot be issued an appearance ticket, the Westchester County Department of Corrections should be contacted and advised of the situation.
- The WCDC will advise on the procedures to follow, including transporting the prisoner to Westchester County Jail for lodging.
- In all instances where a prisoner is suspected of COVID-19 infection, the on-duty Supervisor shall notify the Westchester County Department of Health at (866) 588-0195.

- **Executive Order Enforcement**

- The enforceability of various directives in the Governor's Emergency Orders potentially presents problems for us. Enforcement could arise in the context of: (1) a non-essential business operating; (2) an essential business or non-essential business performing emergency work or securing a site in violation of social distancing requirements; (3) a non-essential, non-emergency construction project proceeding; or (4) individuals gathering in violation of Executive Order 202.10.
- Hopefully, most persons and businesses will voluntarily comply with the restrictions, but if necessary we could use the following provisions to warn violators that non-compliance could result in a criminal charge or, if necessary, using the following to enforce the Emergency Orders :

- **Violation of Health Law (PBH § 12)** – civil violation; up to \$2,000 first time violation, up to \$5,000 repeat violation
 - **Willful Violation of Health Law (PBH § 12-B)** – criminal misdemeanor; up to \$10,000 first time violation and/or up to one year imprisonment
 - **Obstructing Governmental Administration (OGA), Penal Law § 195.05, a Class A Misdemeanor**, provides that a person is guilty of obstructing governmental administration (OGA) when he "attempts to prevent a public servant from performing an official function, by means of intimidation, physical force or interference."
 - **Disorderly Conduct, Penal Law § 240.20 (6), a violation**, states, "a person is guilty of disorderly conduct when, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof: . . . [h]e congregates with other persons in a public place and refuses to comply with a lawful order of the police to disperse."
 - **Criminal Nuisance, Penal Law §240.45 (1), a class B misdemeanor**, states, "[a] person is guilty of criminal nuisance in the second degree when by conduct either unlawful in itself or unreasonable under all the circumstances, he knowingly or recklessly creates or maintains a condition which endangers the safety or health of a considerable number of persons.
- **Sample Language Alleging a Violation of Executive Order 202.3:**
 The <<local enforcement official>> observes that <<name of restaurant/bar>> is serving patrons on-premises at <<specify time and date>>, which is after 8:00 PM on March 16, 2020. The <<local enforcement official>> determines that the owner should be charged with violation of Executive Order 202.3.

Executive Order 202.3 provides as follows: "Any restaurant or bar in the state of New York shall cease serving patrons food or beverage on-premises effective at 8 pm on March 16, 2020, and until further notice shall only serve food or beverage for off- premises consumption." Executive Order 202.11 provides that such violation shall be deemed to be a violation of law and in particular, but not by way of limitation, a violation of the New York State Uniform Fire Prevention and Building Code (the "Uniform Code").

- The District Attorney's office should be consulted before the issuance of an appearance ticket.
- **Decontamination Procedures**
 - *Personnel*
 - Officers whose skin has come into contact with a potentially infected person shall vigorously wash the area for 60 seconds using soap and running water, followed by an antiseptic cleanser.

- Mucosal surfaces (eyes, mouth, and nasal passages) that have been contaminated by a potentially infectious material should be thoroughly rinsed and flushed with a water or saline solution as soon as possible.
- Officers shall wash and disinfect their hands after each exposure incident and after cleaning equipment, vehicles, or facilities.
- *Uniform/Duty Gear*
 - Officers shall remove contaminated uniforms and clothing as soon as practical. Contaminated clothing shall be placed in a plastic garbage bag and secured in temporary evidence until they can be decontaminated. Avoid shaking soiled clothes.
 - Officers shall remove, clean and disinfect their duty belt and gear before reuse using a household cleaning spray or wipe, according to the product label.
- *Vehicles/Electronic Equipment*
 - Contaminated vehicles will be thoroughly cleaned and decontaminated as soon as feasible.
 - Contaminated vehicles will be taken out of service. Arrangements will then be made for the Chappaqua Fire Department or Westchester County Department of Public Safety to decontaminate it.
 - A contaminated vehicle that cannot be driven due to the extent of the contamination will be towed. The Officer's Supervisor will request a tow through the Desk Officer. The Desk Officer will be notified that the tow request is for decontamination purposes.
- *Facilities*
 - Contaminated areas within a Department will be cordoned off with biohazard tape and access to those areas will be prohibited until such time that the area can be decontaminated.
 - The decontamination will be performed by QFS, 75 Taaffe Place, Brooklyn, NY 11205, and 718 935-9923. If contact cannot be made through the main number, contact Walter Quast at 914 760-8196
- *Front Desk*
 - Incoming desk officer will clean and wipe down the desk, chair and desk area for their tour.

These modifications in protocols and procedures are an attempt to keep us as safe from exposure as possible. You can likely expect more changes in the coming days with respect to COVID-19. This is an ever-evolving situation and we will change and adapt with it. We will do this while keeping an eye on the best way to keep us as safe as possible.

Thank you and please continue the great work you do every day to protect our community.

Town of New Castle -Return to Work Form

Name _____

Date _____

In accordance with the revised Executive Orders issued by the Governor, you must read and sign this form and be prepared to hand it in on Monday as you enter Town Hall.

- Have you been infected with the virus in the past 14 days
- Have you had a fever in the past 14 days
- Have you lost your sense of taste and smell
- Has anyone in your home had the virus within the past 14 days
- Have you traveled anywhere considered to be a COVID-19 hotspot
- If any of the above answers are “yes”, please call Jill Shapiro at 914.656.1365. Do not report to work until you speak to Jill.

Entry to Town Hall will be through the first floor lobby only. You should not report to work before 8:25 am. All employees will need to have their temperature taken (no contact thermometer) before entering the building- please enter the building one at a time, and maintain social distancing while waiting to enter.

If your health status changes, and you do not feel well, do not come to work; if you are at work leave immediately and email your supervisor. This form should be filled out again when you feel well enough to return to work.

Once in the Building

Punch In using your desktop CTR application IMMEDIATELY. It is critical that we have an accurate accounting of everyone’s attendance at Town Hall every day. Failure to punch in Page 2 of 2 daily may result in discipline. Here is the link for the timeclock application: <https://newcastle.attendanceondemand.com/mobile/ESS3.aew/default>

This can be saved as a favorite in your browser or on your desk top. Any questions, please contact Rob Deary.

- Wear masks and other protective equipment in the office but outside the individual workplaces only where you can maintain 6 feet of social distancing
- Masks must be worn when going to restrooms and common areas;
- Maintain social distance when socializing outside the workplace before coming into the office;
- Social distancing whenever possible;
- Restrictions on use of common areas and use the phone to call for any interoffice communication; phone calls are preferable to interpersonal communications within Town hall whenever possible;
- Social distancing should be maintained in the Lunch room- no more than 4 people in the lunch room at any one time.
- Hand sanitizers are located throughout the building- as are soap and water in the bathrooms- Wash/sanitize your hands regularly!

If you feel sick, inform your supervisor immediately and leave. Follow protocols in the attached document titled exposure to Covid-19.

Signature_____

COVID-19 - Operations Order O20-07 - Exposure Policy

POLICY:

Employees who have been potentially exposed (as defined herein) to COVID-19 shall report same to their Supervisors – without regard as to whether the potential exposure occurred on- or off-duty. The Department shall contact the appropriate authorities to arrange for testing for COVID-19, if warranted, and provide for leave time consistent with the circumstances.

PROCEDURE:

GENERAL

1. For this Directive, an “**Infected Person**” means a person who has tested positive for COVID-19 and who:
 - a. never displayed symptoms and whose positive test was administered within fourteen days immediately before contact with an Employee; or
 - b. has had symptoms at any time in the seven days immediately before contact with an Employee.
2. For this Directive, “**Close Contact**” means interaction with an Infected Person at a distance of fewer than six feet without PPE appropriate to such contact or sharing an enclosed space, such as an automobile, for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated without PPE which includes a respirator mask.
3. A “**Potential Employee Exposure**” to COVID-19 occurs when an Employee has had Close Contact with an Infected Person.

NOTIFICATION

4. Employees who believe they have experienced a Potential Employee Exposure shall immediately notify a Supervisor and follow such instructions as are provided by the Department concerning self-quarantine and testing.
5. Supervisors who receive a report of a Potential Employee Exposure shall:
 - a. inquire as to the circumstances of the Potential Employee Exposure, including the identity of the Infected Person, the date of the test for infection of the Infected Person and how the Employee is aware of the positive results of such testing;
 - b. prepare an Internal Incident Report Form;
 - c. create a “Personnel” Case in IMPACT thoroughly documenting the Potential Employee Exposure and notify the Patrol Lieutenant as soon as possible; and

- d. upon confirmation of a Potential Employee Exposure, advise the Employee that he or she should leave work (if present) and remain at home as hereinafter provided.
6. The Patrol Lieutenant shall notify the Multi-Agency Coordination System (MACS) upon receipt of a confirmed COVID-19 Exposure case.
7. Upon receipt of notification of a confirmed COVID-19 Exposure case, the Staff Services or Patrol Lieutenant will contact the MACS to make arrangements for testing of the Employee.
8. Tested Employees shall immediately notify the Chief's Office of the results of their tests.
9. The Chief's Office will ensure the test results are forwarded to the MACS by email.

LEAVE FROM DUTY

10. Employees who are directed to remain away from work due to a Potential Employee Exposure will be excused without charge to sick leave accruals, for up to fourteen (14) days, but are subject to the Sick Leave provisions outlined in Section 103-8 of the Department Manual.
11. Employees shall report to the Chief's Office, the onset of symptoms if they were asymptomatic when first taking leave and when they become free of COVID-19 symptoms.
12. The Staff Services Lieutenant will assign off such employees in POSS, in advance for the duration of the anticipated absences.
13. An Employee who is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent a Potential Employee Exposure, must be separated and sent home immediately.

RETURN TO WORK

1. Employees with COVID-19, COVID-19 symptoms or a Potential Employee Exposure may return to work as follows:
 - a. An Employee with symptoms, but a negative COVID-19 test, likely has a different illness and may return to work following resolution of symptoms.
 - b. An asymptomatic Employee with a Potential Employee Exposure may return to work after 14-days of self-quarantine.

- c. A symptomatic Employee who tests positive for COVID-19 may return when:
 - i. At least 10 days have passed since symptoms first appeared and
 - ii. At least 24 hours have passed since last fever without the use of fever-reducing medications and
 - iii. Symptoms (e.g., cough, shortness of breath) have improved.

Updated 01/25/2021