

## **Village of Trumansburg Communicable Disease Operations Plan**

In accordance with legislation enacted by NY State in 2020 requiring State and Local Governments to plan for future State Disaster Emergencies involving communicable diseases, the following policies are hereby implemented by the Village of Trumansburg Board of Trustees.

In the event of the need for worksite restrictions or restrictions on access to Village government property, the following protocols will be enacted:

### **MAIN OFFICE**

#### **Staffing and Hours of Operation (subject to change by the Mayor):**

Main Office staff will, at the direction of the Mayor, work remotely to the greatest extent practicable. Access to the Main Office by members of the public will be restricted.

#### **Enhanced Safety Protocols**

If members of the public are permitted to access the Main Office, but enhanced safety protocols are required, plexiglass will be installed in the service window area. A slot/receptacle will be constructed to allow members of the public to deposit items that do not need immediate attention, e.g. various documents or payments being made by check and/or money order. Once the person has completed their business and has left the service window a staff member, wearing gloves, will remove the submitted document(s) and distribute them to the applicable department's mailbox or in the case of a check or money order payment, place it in the secured cash box. Staff must then wipe down the counter and any other surface that may have come under contact (pens, stapler, etc.) with cleaning/disinfectant, dispose of the gloves and wash their hands before returning to their work area.

When a member of the public wishes to make a payment with cash or has any other business that requires materials to be passed between a Village staff member and a member of the public, the staff member must wear disposable gloves as well as a mask that covers their nose and mouth. Once business with that person has been completed, staff must wipe down the counter and any other surface that may have come under contact (pens, stapler, etc.) with cleaning/disinfectant, dispose of the gloves and wash their hands before returning to their work area.

### **POLICE**

The Village of Trumansburg Police Department is a critical emergency service, all employees are essential, and the Department will be staffed as needed and at the sole discretion of the Chief of Police.

## **FIRE**

The Village of Trumansburg Fire Department is a critical emergency service and will be staffed as needed by volunteers of the Trumansburg Fire Company at the discretion of the Fire Chief and officers of the Fire Company.

## **EMS**

The Village of Trumansburg EMS Department is a critical emergency service, all employees are essential, and the Department will be staffed as needed and at the sole discretion of the Village EMS Administrator.

## **DPW**

The Village of Trumansburg Department of Public Works is a critical infrastructure service, all employees are essential, and the Department will be staffed as needed to maintain the Village water system, wastewater treatment plan, roads, and public lands.

## **Additional Directives for Employees and Staff**

- Kitchen/Supply Area: No more than 1 staff member at a time. Areas that you have contact with must be cleaned with disinfectant.
- All staff must wear gloves when handling currency and coins, no exceptions.
- Copier and postage meter: After each use, staff will clean the keypads and touch screens with disinfectant.
- Doorknobs and crashbars of Village Hall doors will be cleaned routinely with disinfectant.
- Staff must not share equipment; do not sit at each other's work space or use another staff member's computer or phone. Each staff member should clean their work space, keyboard and other areas with disinfectant at the end of each day in the office.
- The door to the Clerk's Office will remain locked during business hours, no public will be admitted into the internal office space. Village staff members or employees will be admitted on a case by case basis, and only as needed. If admittance is authorized, staff/employees must wear a face covering if physical distancing cannot be maintained. When possible, business with other employees should be done through the service window following the same protocols in place for interacting with members of the public.

- As needed and/or required, PPE will be distributed by the Village EMS Department.
- Any employees exposed to, or at risk for contracting, any communicable disease will follow protocols as disseminated by the Tompkins County Health Department.
- In the event that additional safety or testing measures are required due to the prevalence of an infectious disease, the Village will take all additional necessary steps to secure the safety of its employees and residents, in coordination with the Tompkins County Health Department.

In addition to these measures staff are encouraged to discuss any additional precautions that they believe may increase the safety of their work environment with their direct supervisor, and to take any actions that will increase their personal safety without unduly infringing on the safety of others or the critical operations of their department.

Adopted / /2021