

PUBLIC EMPLOYER HEALTH EMERGENCY PLAN
for the
VILLAGE OF BALLSTON SPA

April 26, 2021

This plan has been developed in accordance with NYS legislation S8617B/A1083.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Village of Ballston Spa Police Benevolent Association and the Village of Ballston Spa Teamsters Local 294, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

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

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As the authorized official of the Village of Ballston Spa, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date	
By: Larry Woolbright	Signature: _____
Title: Mayor, Village of Ballston Spa	

Record of Changes

[Redacted]		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020 and require public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. **The plan includes the identification of essential positions, facilitation of remote work for nonessential positions, provision of personal protective equipment, and protocols for supporting contact tracing.**

Scope

This plan was developed exclusively for and is applicable to the Village of Ballston Spa. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and we have promulgated this plan in the interest of the safety of our employees and contractors, and the continuity of our operations.

Situation Overview

On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus, which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience in the face of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home.
- If you start to experience coughing or sneezing, step away from people and food, cough, or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other guidance which may be published by the CDC, the State Department of Health, or Saratoga County Department of Public Health Services.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public expects us to maintain a level of essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- **Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.**
- **Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.**

Concept of Operations

The Mayor of the Village of Ballston Spa, their designee, or their successor holds the authority to execute and direct the implementation of this plan. The Village Clerk/COVID Enforcement Officer will oversee the Implementation, promulgation, monitoring of operations, and adjustments to plan implementation. All Department Heads are responsible to familiarize themselves with the plan, to review the plan with their staff and to maintain their department's emergency supply of PPE.

Upon the determination of implementing this plan, all employees and contractors of the Village of Ballston Spa will be notified by their respective Department Heads via telephone

and/or email, with details provided as soon as possible and as necessary, with additional information and updates provided on a regular basis. Members of the Village Board of Trustees and other boards and committees will be notified of pertinent operational changes via email. Other interested parties, such as vendors and financial institutions, will be notified by phone and/or email, as necessary. The Village Clerk/COVID Enforcement Officer will maintain/ensure communication with the public as needed throughout the implementation of this plan. The Village will also communicate with the public via its website and Facebook page.

The Village of Ballston Spa, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes, as necessary.

Upon resolution of the public health emergency, the Mayor of Ballston Spa, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

Mission and Essential Functions

When confronting events that disrupt normal operations, the Village of Ballston Spa is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable the Village to:

1. Maintain the safety of employees, contractors, and the public.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of the Village of Ballston Spa

The Village of Ballston Spa has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended or modified to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, the public, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

mission/essential functions for the Village of Ballston Spa have been identified as:

Essential Function	Description	Priority
Police Department	First Responder - Provides law enforcement services to all citizens and visitors by being committed to reducing crime through effective crime prevention and intelligence-driven policing strategies.	1
Fire Protection	First Responder - Protects the public, private and public property from fire, hazards and natural disasters.	2
Department of Public Works	Maintains and tests the Village water and sewer systems. Maintains: 1. all Village roads allowing access by emergency vehicles and the public on thoroughfares; 2. Village buildings (Village Hall, Police Dept. Public Library, DPW garage, all water buildings) allowing the public to access services and employees to work.	3
Mayor and Village Hall Staff	Oversees all Village operations including maintenance of public records, finances (accounting, required reporting, purchasing/payment, payroll) insurance and human resources. Primary source of contact with public.	4
Village Court	Settles criminal, civil, small claims parking and vehicle /traffic cases that occur in the Village.	5
Information Technology Contractor	Oversees all hardware and software for the Village. Maintains the Village's network.	6

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and, therefore, are not identified in this section. For example, technology services/maintenance of the network is largely done remotely.

Essential Function	Essential Positions/Titles	Justification for Each
Police Department	<ul style="list-style-type: none"> • Chief • Police Officer • Parking Enforcement Officer 	<ul style="list-style-type: none"> • Oversees all police operations and personnel. • Enforces all Federal, State and local laws. • Enforces all State and local parking regulations in the Ballston Spa business district.
Fire Protection	<ul style="list-style-type: none"> • Chief • Incident Commander • Asst. Chief • Captain • First Lieut. • Second Lieut. • Firefighter 	<ul style="list-style-type: none"> • Oversees all training and operations of the Dept. • Oversees the company on sight at fires and hazards. Can be any of the officers described. • Assists Chief in any needed/delegated tasks. • Oversees in-house training and membership. • Assists Captain in in-house training and membership. • Oversees checks and repairs of fire apparatus. • Fights fires on site. Adheres to policies and procedures on the ground established by the Fire Department
Department of Public Works (DPW)	<ul style="list-style-type: none"> • Working Supervisor • Water Treatment Plant Operator • Motor Equipment Operator • Mechanic • Laborer 	<ul style="list-style-type: none"> • Oversees and manages operations and all personnel. • Tests and maintains water system. • Effectively operates heavy equipment to maintain roads. • Repairs and maintains all vehicles and equipment. • Performs manual work/assists other DPW workers.
Mayor/Village Hall Staff	<ul style="list-style-type: none"> • Mayor • Village Clerk 	<ul style="list-style-type: none"> • Chief Executive Officer of the Village of Ballston Spa. • Registers and maintains birth, death and marriage records Produces minutes for Village Board of Trustee meetings. Oversees general and personnel records.

	<ul style="list-style-type: none"> • Treasurer • Sr. Account Clerk/ Typist Inventory Control/Asst • Fire Inspector • Building Inspector 	<ul style="list-style-type: none"> • Oversees accounting system. Authorizes printing, signing and distribution of all Village checks. Manages payroll. • Oversees all Village purchasing. Maintains and monitors inventory of Village assets. • Conducts fire inspections of Village buildings. • Provides technical knowledge and professional assistance in building matters related to the protection of the health and safety of the community by ensuring building construction and remodeling activities meet appropriate codes, standards and Village ordinances. Code Enforcement Officer.
Village Court*	<ul style="list-style-type: none"> • Village Justice • Assoc. Village Justice • Court Clerk 	<ul style="list-style-type: none"> • Presides at hearings, settles cases in accordance with NYS and Village Law • Presides at hearings settles cases in accordance with NYS and Village Law • Schedules cases, collects fines, advises the public on court procedures and operations.

*It is important to note that Ballston Spa Village Court is a vital component of Village government, with Village Court functions budgeted and supported by the Village Board of Trustees. However, we recognize that the New York State Office of Court Administration holds dominion over Village Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Village Courts operates, which may not fully align with this plan or other measures taken by the Mayor of Ballston Spa. As such, the Ballston Spa Board of Trustees, Mayor and Village Clerk will coordinate as necessary with Village Court personnel to ensure safe and effective continuity of the Ballston Spa Village Court.

Reducing Risk Through Remote Work, Staggered Shifts and Protective Barriers

Through assigning certain staff to work remotely and by staggering work shifts where practicable, we can decrease crowding and density at work sites.

Remote Work Protocols

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

1. Identification of staff who will work remotely.
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties.
 - e. A solution for telephone communications

Note: that phone lines may need to be forwarded to off-site staff

While employees at Village Hall are essential, there will be occasions where staggering of staff over the course of the week during an emergency will help to address density issues. This is also true of the Ballston Spa Public Library. Contracted IT staff routinely work from a remote location. For Village Hall the Mayor and Village Clerk/COVID Enforcement Officer have/will discuss with staff who will be in what space on what days and a schedule and task assignments will be established, communicated and maintained.

In the Library, the Library Director will establish this schedule with input from staff. The Library Director will also establish on-site needs and tasks as well as work that can/will be done remotely. She/he will maintain a system whereby staff will document their time and report their progress when working remotely. During the COVID-19 pandemic, the Library established a Cluster Action Response Plan based on NYS guidelines that allows services to be adjusted based on increases or decreases in community spread of COVID -19. This plan will be reviewed at least annually and adjusted to address needs in any future health emergency.

In Village Hall and the Library, DPW constructed wood and clear plastic barriers to protect staff and the public. In all Village locations, procedures have been established for the wearing of masks; to allow for safe “traffic” flow of staff and the public where applicable; for the cleaning of workstations and high-touch surfaces and equipment over the course of the workday; and for the professional cleaning and disinfection of locations as needed. Department Heads are required to discuss these protocols and procedures with staff and to reinforce the need for same on a regular basis.

Protective actions have and will be taken in accordance with Saratoga County Department of Public Health Services, New York State Department of Health, and CDC guidelines and requirements.

Staggered Shifts

Currently, police officers work in shifts and would continue to do so in any emergency under the direction of the Chief of Police. Fire Department personnel work when called out for a fire/emergency. Fire Department meetings and training are conducted at various times under the direction of Fire Department Captains.

DPW cannot effectively work in shifts since their work must be performed during core business hours. However, during the COVID-19 pandemic for short intervals at peak times of infection, DPW staff worked in specific teams during set hours/days. This was done primarily to ensure that staff responsible for the maintenance of the Village water system did not work together. Further protocols were put in place such as not having DPW staff travel together in Village vehicles.

In Village Hall and the Library, it has been and will be more likely that “staggered shifts” will mean employees work on different days to allow work to get done and appropriate distancing to take place. For example, the Treasurer may work in the office on days payroll is being produced but might work from home at other times. For Village Hall and the Library these work arrangements will be established as indicated in “Remote Work Procedure” above and approved by the Mayor.

Regardless of changes in “shifts” the Village of Ballston Spa will do its best to ensure that employees are provided with their typical minimum work hours per week where applicable.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractor.

Identification of need for PPE based upon job duties and work location. This need was established based on input from each department.

Police – Disposable masks, disposable gloves, face shields (minimum supply) hand sanitizer, disinfectant spray for use in cars and on phones, desk and high touch areas.

Fire – Disposable masks, disposable gloves, hand sanitizer, disinfectant spray for vehicles.

DPW – Disposable masks, disposable gloves, hand sanitizer, disinfectant spray and/or wipes for equipment.

Village Hall – Disposable masks, hand sanitizer, disinfectant spray or wipes for furniture /high touch areas

Library – Disposable masks, hand sanitizer, disinfectant spray.

Court - Disposable masks, gloves, hand sanitizer. Disinfectant spray.

Procurement of PPE

- a. As specified in the amended law, public employers must be able to provide at **least two pieces of each required type of PPE** to each essential employee and contractor during any given work shift **for at least eight weeks**.
- b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.

Storage of, access to, and monitoring of PPE stock

- c. PPE must be stored in a manner which will prevent degradation.
- d. Employees and contractors must have immediate access to PPE in the event of an emergency.
- e. The supply of PPE must be monitored to ensure integrity and to track usage rates
Staff Exposures, Cleaning, and Disinfection.

The type of PPE needed by each department is outlined above. Need was established through discussion with each Department Head, and in the case of the Fire Departments by discussion with the Chief.

For purposes of this policy, the stockpile of PPE will be ordered and organized centrally through Village Hall than distributed to each department/fire house. It will be labeled and separated in each department from other stores/material. Department Heads will have immediate access to the PPE. An eight -week supply of PPE will constitute the stockpile for each department.

The following entities will be used to fulfill orders of PPE:

- W B Mason, wbmason.com, 1. 888.WBMASON

- Ocean State Job Lot, 2035 Doubleday Ave. Ballston Spa, NY 12020, oceanstatejoblot.com
- Seeley Office Systems, 95 Broad St., Glens Falls NY 12810, 518.793. 5168
- Amazon -amazon.com.

Staff Exposures Cleaning and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols.

- A. Employees or contractors will be considered exposed when they have had close contact to a known case of communicable disease that is the subject of the public health emergency. Close contact is defined as a prolonged presence within six feet of someone who has a confirmed infection):
1. Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. If possible based on the nature of their job, these employees will be permitted to work remotely during this period if they are not ill.
 - b. The Village Clerk/ COVID Enforcement Officer must be notified and will so inform the Mayor. (See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.)
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and the public.
 - a. Additional precautions will include the requirement that the subject employee as well as others working in their proximity always wear appropriate PPE to limit the potential of transmission.
 - b. In-person interactions with the subject employee will be limited as much as possible.
 - c. Work areas in which the subject employee is present will be disinfected according to current CDC/public health protocol at least every hour, as practical. (See the section on Cleaning and Disinfection for additional information on that subject.)
 - d. If at any time the subject employee exhibits symptoms, refer to item B below.
 - e. The Village Clerk/COVID Enforcement Officer in conjunction with the Mayor will decide when/where the employee will work. The Village Clerk/COVID Enforcement Officer will ensure that these protocols are followed.

Item 2 above may not apply if the public employee is not considered critical infrastructure.

- B. If an employee exhibits symptom of the communicable disease that is the subject of the public health emergency:

1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees and the public. They should immediately be sent home with a recommendation to contact their physician.
2. Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
4. The Village of Ballston Spa will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/Saratoga County DPHS to do so.
5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
6. The Village Clerk/COVID Enforcement Officer must be informed in these circumstances and she/he should so inform the Mayor. The Village Clerk/COVID Enforcement Officer is responsible for ensuring these protocols are followed.

C. If an employee has tested positive for the communicable disease that is the subject of the public health emergency.

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied for prolonged periods of time by the subject employee will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee is confirmed to have the disease in question, The Village Clerk/COVID Enforcement Officer must inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Village Clerk/COVID Enforcement Officer in the organization must be notified in these circumstances. She/he must inform the Mayor and the Saratoga County Department of Public Health Services. She/he is also responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with the Saratoga County Department of Public Health Services for additional guidance and support as needed.

Cleaning and Disinfecting

The regular cleaning services by professional cleaners currently in place will continue to the extent possible during an emergency.

In addition, CDC/public health guidelines will be followed for daily cleaning routines and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency include.

1. Employees and on premises contractors, if any, will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas that are accessible to the public (Village Hall and Library) will be disinfected at least hourly.
 - b. The Village Clerk/COVID Enforcement Officer (Village Hall) and the Library Director (Library) will be responsible for ensuring the cleaning/disinfecting of common areas, and the frequency of same. In departments where the public does not have regular access (Police, Department of Public Works, DPW) the Department Head will ensure the required cleaning of all equipment, workstations and high touch areas. For Eagle Matt Lee and Union Fire Co. the Fire Chief will ensure that routine cleaning and disinfecting takes place. In addition to what Fire Department personnel and cleaners do, Quick Response of Clifton Park, NY cleans the firehouses and trucks on a regular, rotating basis. The Village Court will follow the directives of the NYS Office of Court Administration.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

When a public building is closed temporarily because of a documented or suspected breach by an employee or member of the public with a communicable disease that is the

subject of the public health emergency, the Mayor may authorize that the building will be disinfected by an entity with specific expertise in this area. The need, circumstances and entity chosen will be approved in advance by the Mayor.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Village of Ballston Spa is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered, including the time frame that applies, based upon changes in law or regulation, as applicable.

It is our policy that employees of the Village of Ballston Spa will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Village of Ballston Spa will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Village of Ballston Spa will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Village of Ballston Spa, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Ballston Spa, and as such are not provided with paid leave time by the Village of Ballston Spa, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Village of Ballston Spa to support contact tracing within the organization and may be shared with local public health officials.

Work hours will be tracked through the Village's time and attendance system. Department Heads are responsible to know where their staff is located on any given day based on daily schedules. In terms of regular employee contact with the public in Village Hall, a visitor log was developed and continues to be maintained for all visitors except delivery personnel as required by State regulation. The Village Clerk/COVID Enforcement Officer ensures that the log is maintained. In the Library "contacts" are easily accessible and can be gathered as needed through the Southern Adirondack Library System. The Library Director is responsible for this contact system. Should the need arise, this log/SALS system will be used for contact tracing. Contact tracing will be directed/coordinated through the Saratoga County Department of Public Health Services and NYS Department of Health.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Ballston Spa's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Ballston Spa will coordinate with emergency and fire services in the Towns of Ballston and Milton.