

VILLAGE OF PITTSFORD

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Village Hall ca 1855 (remodeled 1937)

Village of Pittsford Board of Trustees Special Meeting Thursday, August 26, 2021, 12:00 PM

Tentative Agenda

Board Member – Conflict of Interest Disclosure & Open Meeting Compliance Certification

Meeting Items

1. COVID-19 Policy
2. Drinking Fountains
3. Canal Corp – Re: Clear Cutting
4. Conference Approval – Doug Yaeger and Joan Rule
5. Executive Session – HR Matter

Next Scheduled Meeting – Sept. 9, 2021

*Subject to Change Without Notice



COVID-19

When You've Been Fully Vaccinated

How to Protect Yourself and Others


Updated Aug. 19, 2021 [Print](#)

NOTICE: [FDA has granted full approval](#) for Pfizer-BioNTech (COMIRNATY) COVID-19 Vaccine. CDC's [Advisory Committee on Immunization Practices is meeting on Monday, August 30, 2021](#), to discuss its updated recommendation for this vaccine.

Choosing Safer Activities

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- In general, you do not need to wear a mask in outdoor settings.
 - In areas with [high numbers of COVID-19 cases](#), consider wearing a mask in crowded outdoor settings and for activities with [close contact](#) with others who are not fully vaccinated.
- People who have a condition or are taking medications that weaken their immune system may not be fully protected even if they are fully vaccinated. They should continue to take all [precautions recommended for unvaccinated people](#), including [wearing a well-fitted mask](#), until advised otherwise by their healthcare provider.
- If you are fully vaccinated, to maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of [substantial or high transmission](#).
- If you are fully vaccinated, see [When You've Been Fully Vaccinated](#).



 If you haven't been vaccinated yet, [find a vaccine](#).

[COVID-19 vaccines](#) are effective at protecting you from getting sick. Based on [what we know](#) about COVID-19 vaccines, people who have been fully vaccinated can do things that they had stopped doing because of the pandemic.

These recommendations can help you make decisions about daily activities after you are fully vaccinated. They are *not* intended for [healthcare settings](#).

Learn more about [Booster Shots](#).

Have You Been Fully Vaccinated?

In general, people are considered fully vaccinated: ⁺

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated.

If you have a condition or are taking medications that weaken your immune system, you may not be fully protected even if you are fully vaccinated. You should continue to take all precautions recommended for unvaccinated people until advised otherwise by your healthcare provider.

People with moderately to severely compromised immune systems should [receive an additional dose](#) of mRNA COVID-19 vaccine after the initial 2 doses.

What You Can Do



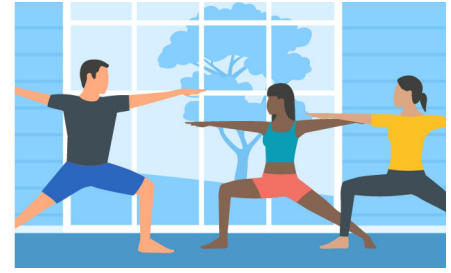
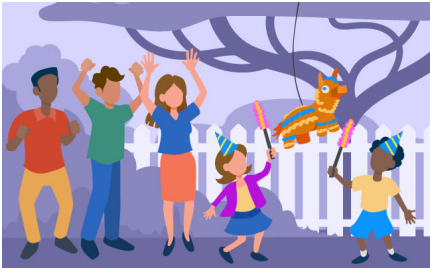
If you've been fully vaccinated:

- You can resume activities that you did prior to the pandemic.
- To reduce the risk of being infected with the Delta variant and possibly spreading it to others, wear a mask indoors in public if you are in an area of [substantial or high transmission](#).
- You might choose to wear a mask regardless of the level of transmission if you have a weakened immune system or if, because of your age or an underlying medical condition, you are at [increased risk for severe disease](#), or if a member of your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated.
- If you [travel in the United States](#), you do not need to get tested before or after travel or self-quarantine after travel.
- You need to pay close attention to [the situation at your international destination](#) before traveling outside the United States.
 - You do NOT need to get tested **before** leaving the United States unless your destination requires it.
 - You still need to [show a negative test result](#) or documentation of recovery from COVID-19 **before** boarding an international flight to the United States.
 - You should still get tested 3-5 days **after** international travel.
 - You do NOT need to self-quarantine **after** arriving in the United States.
- If you've had [close contact](#) with someone who has COVID-19, you should get tested 3-5 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.



About the Delta Variant: Vaccines continue to reduce a person's risk of contracting the virus that cause COVID-19, including this variant. Vaccines are highly effective against severe illness, but the [Delta variant causes more infections and spreads faster](#) than earlier forms of the virus that causes COVID-19. [Learn more about variants in the US.](#)

What You Should Keep Doing



For now, if you've been fully vaccinated:

- You will still need to follow guidance at your workplace and local businesses.
- If you [travel](#), you should still take steps to [protect yourself and others](#).
- [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
- Fully vaccinated [international travelers](#) arriving in the United States are still [required to get tested](#) 3 days before travel by air into the United States (or show documentation of recovery from COVID-19 in the past 3 months) and should still get tested 3-5 days after their trip.
- You should still watch out for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get [tested](#) and [stay home](#) and away from others. If your test is positive, isolate at home for 10 days.
- People who have a condition or are taking medications that weaken the immune system, should continue to take all [precautions](#) recommended for unvaccinated people until advised otherwise by their healthcare provider.

What We Know

- COVID-19 vaccines are safe and effective at preventing COVID-19, including severe illness and death.
- COVID-19 vaccines are effective against severe disease and death from variants of the virus that causes COVID-19 currently circulating in the United States, including the Delta variant.
- Infections happen in only a small proportion of people who are fully vaccinated, even with the Delta variant. When these infections occur among vaccinated people, they tend to be mild.
- If you are fully vaccinated and become infected with the Delta variant, you can spread the virus to others.
- People with weakened immune systems, including people who take immunosuppressive medications, may not be protected even if fully vaccinated.

What We're Still Learning

- How long COVID-19 vaccines can protect people.

Want to learn more about these recommendations? Read our expanded [Interim Public Health Recommendations for Fully Vaccinated People](#).

± This guidance applies to COVID-19 vaccines currently authorized for emergency use by the U.S. Food and Drug Administration: Pfizer-BioNTech, Moderna, and Johnson & Johnson (J&J)/Janssen COVID-19 vaccines. This guidance can also be applied to COVID-19 vaccines that have been listed for emergency use by the World Health Organization (e.g. AstraZeneca/Oxford).

Related Pages

- › [Interim Public Health Recommendations for Fully Vaccinated People](#)

- › [Science Brief: Background Rationale and Evidence for Public Health Recommendations](#)
- › [Infection Control after Vaccination for Healthcare Workers](#)

Last Updated Aug. 19, 2021

Village of Pittsford

The purpose of the Pandemic Response Policy is to provide for the Village of Pittsford employees to follow before, during and after pandemics strike. Preparing for an influenza pandemic is a continuous process of planning, exercising, revising, and translating into action, which may include National, State and Local pandemic preparedness and response plans. Thus, a living document which is reviewed at frequent intervals and revised if there is change in global guidance or evidence-based lessons learned, from a previous pandemic or other relevant outbreak or International Legislation related to communicate disease and prevention control.

This pandemic whether mild, moderate, or severe, affects a large portion of the population and requires multisectoral responses over several months to possibly years. For this reason, the Village of Pittsford has developed plans for describing strategies put in place for responding to a pandemic, supported by operational plans at the National and Subnational levels.

The following is an action plan for the Village of Pittsford to follow when deemed necessary to implement when dealing with a pandemic.

- Levels of Actions
- Essential Services/Employees
- Remote working
- Personnel Quarantine and Sick Leave Policy
- Personal Protective Equipment & Resources
- Vacation
- Education
- Village Office/Department of Public Works/Tenants
- Public Meetings
- Emergency housing
- Costs
- Whistle blower
- De-escalation of the Action Plan

LEVELS OF ACTIONS

The Village of Pittsford needs to develop a process to activate levels of response to this public health issue. This will allow a coordinated effort and response by the Village of Pittsford. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: First Alert – Review Emergency Plan:

Regional / Travel Awareness

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or Social Media to Village residents, employees, and board members.
- Continue to monitor communication with National, State and County sites
- Hold a staff meeting to review situation and to inform to stay home if sick or lockdown is implemented.
- Monitor illness among staff and board members.
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events.

Level 2: Activation of Emergency Plan

Regional / County Cases

- Continue all level 1 activities.
- Increase disinfection process at all Village of Pittsford facilities
- Develop contingency plans and review business continuation plans.
- Potentially cancel all Village events

Level 3: Enhanced Response

County / Local

- Continue all level 1 & 2 activities.
- Cancel all Village Events.
- Village Office and DPW is only open to essential staff.
- Perform a deep cleaning of all areas.
- Communications to Community and Employees

Level 4: Shutdown

State / Local Guidelines

- Continue all level 1, 2 & 3 activities.
- Communicate to staff about which employees are to report to maintain services and which employees work remotely.
- Perform a deep cleaning of all areas.
- Communications to Community and Employees

ESSENTIAL SERVICES FOR THE VILLAGE OF PITTSFORD

The Village has identified essential/ non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Village owned laptop devices. However, the Village will devise a staggered work schedule for the DPW, Office and Code Enforcement to limit the number of employees in direct contact. The DPW crew can work in two separate crews and the Village Office can stagger shifts and workdays to minimize contact between employees.

Essential Services & Personnel are:

Office: (Village Clerk & Treasurer, Village Mayor & Deputy Mayor (As Needed))

- Communications to village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes, Sewer Billing
- Payroll
- Vouchers
- Budget preparation

Code Enforcement / Fire Marshall: (Building /Fire Inspector)

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits
- Inspect structural and electrical damage caused by fire
- Inspect building damage weather events or accidents
- Fire emergencies
- State required inspections
- Spot check as per Federal / State requirements on local business for mandated restrictions

DPW: (Superintendent of Public Works, All DPW Employees)

- Village owned property maintenance (shoveling snow)
- Sewer blockages
- Lift station issues
- Sewer lift station weekly maintenance
- Weather related
 - Flooding
 - Wind
 - Power outages
 - Snow/ice

Non-essential identified (to work remotely and on site when appropriate)

Office Clerk, Deputy Clerk & Records Clerk

Parking Monitor

Village Trustees

Planning & Zoning Board Members

Historic Preservation Board Members

Hours and work locations of essentials

Village Clerk, Deputy Clerk, and Treasurer – 21 North Main street, Pittsford N.Y. 14534
Weekdays 7:30 – 4:00.

Mayor and Village Trustees – 21 North Main street, Pittsford N.Y. 14534
As needed with all CDC and state control guidelines being followed.

Code Enforcement/Fire Marshall – 21 North Main street, Pittsford N.Y. 14534
Weekdays 7:30 – 4:00 and on-call as needed for emergencies, with all CDC and state control guidelines being followed. All offsite meetings with residents and contractors also following CDC and state control guidelines. Should it become necessary the Code Enforcement/fire marshal would alternate office hours/days with other office personnel and schedule appointments with residents and contractors based on that schedule and work from home on non-office days.

Department of Public Works – 1 Village Lane, Pittsford N.Y. 14534
Weekdays 7:00 – 3:30 and on call as needed for weather related occurrences during the winter months and 6:00 – 3:30 weekdays and on call as needed during the summer months. Should it become necessary personnel shifts would be staggered to avoid as much contact as possible.

Staggered Work Shifts and Staff (DPW):

- Alternating days worked by splitting crew to two employees per shift when possible.
- Maintain two employees per shift providing all employees are healthy unless an emergency requires additional staff.
- When additional staff is required, all precautionary measures to minimize the possibility of cross contamination will be practiced without sacrificing worksite safety.
- All DPW staff to remain available during unscheduled shifts to assist scheduled DPW staff in the event of an emergency or to fill in for staff unable to report to work.
- If DPW employees are unable to work, changes to staff scheduled workdays may be necessary to alter.
- Work will be prioritized and determined by available personnel.

REMOTE WORKING

The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to the handbook for use on Village owned equipment). The Village will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Village will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

REMOTE WORK POLICY

The main goals of the Village of Pittsford Program are to:

- Allow employees to telework when opportunities exist for improved employee performance and productivity
- Reduce commuting mileage to contribute to the Village's conservation efforts in support of clean air objectives
- Reduce turnover and absenteeism
- Improve the Village's ability to attract and retain qualified personnel
- Improve organizational savings
- Enhance the spirit, morale, and welfare of employees
- Telework may not be suitable for all employees and/or positions.

Our employees are essential to providing the best and most cost-effective services to the residents of Village of Pittsford. In our efforts to constantly achieve high levels of performance, efficiency, and productivity, with limited budgetary resources, the creative application of new technology, new organizational configurations and innovative human resource management will contribute to these goals.

Additionally, applying alternative work scheduling and worker deployment techniques can reduce air pollution, which is the result of commuter-associated emissions. We can support local conservation efforts through the environmental benefits that accrue from telework.

Not every employee or job is appropriate for telework, and the key to successful telework is not in the job itself, but in the functions and tasks that the employees will be performing at the remote site, and in selecting the right candidates to participate in the program. The functions and tasks to be completed while teleworking need not comprise the employee's entire job. Depending on the job, some functions must be performed in the office, while some lend themselves to telework. Employees may be able to reorganize their work to accumulate tasks that can be performed on telework days, as long as this does not adversely impact departmental operations.

Employees must meet the following criteria in order to be eligible for the program.

- Employees must have completed at least one year of continuous, regular employment with the Village. Exceptions may be granted, by the Board of Trustees.
- The employee's most recent performance appraisal rating of record must be at least satisfactory, must have been conducted within the past year, and must have demonstrated work habits and performance well-suited to successful telework.
- The employee must have received supervisory approval for participation.
- The employee must be willing to sign and abide by a written telework agreement which requires participation in training and evaluations and defines various criteria the employee must meet.
- The employee must be able to provide or use an alternate work location with adequate space and access to a telephone.
- The employee must be able to provide dependent care arrangements during the time the employee is working at home, to mitigate undue interruption which could impact

productivity.

- A portion of the employee's work must be of such a nature as to be able to be performed effectively away from the official duty station and be cost-effective for the Village to authorize the employee to telework.

Employees serving in a training capacity or providing hands-on service will not normally be approved to participate in the telework program on a regular, on-going basis.

Employees with chronic attendance or tardiness problems, who are unable to stay organized or focused, who have been poor performers, who have been brought up on disciplinary charges, or who have had an increment denied or been suspended within the past year, will not be eligible to participate in the program.

Your Home Office

It is important for all employees to maintain a healthy, safe, and ergonomically sound work environment while working in the office or at a remote location. The opportunity to participate in a home telework program is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained.

Telework employees are responsible for ensuring their homes comply with health and safety requirements and for so certifying as part of the "Teleworker's Agreement". Management may deny an employee the opportunity to telework or may rescind a telework agreement based on safety of the home or suspected hazardous materials in the home. Management may also have the home office inspected for compliance with health and safety requirements.

The teleworker will be expected to designate a workspace in their home for the performance of their telework duties that allows for working in an office setting and ensuring that the equipment necessary to perform the work is in the designated area. The county will not be responsible for costs associated with the initial set up of the employees' home office such as furniture or lighting, or repairs for modification to the home office space. (The employee will be required to provide a desk, chair, lighting, etc.)

The teleworker is required to meet the following conditions

- Ensure that the home office is a safe place to work
- Keep personal disruptions such as non-business telephone calls and visitors to a minimum
- Ensure the protection of proprietary Village information accessible from their home. Steps include, but are not limited to the use of locked facilities, and desks and other steps appropriate for the job and environment
- Make advance arrangements for dependent care to ensure a productive work environment (telework is not a substitute for day care or other personal obligations)
- Obtain pre-approval from the supervisor for use of vacation time or sick leave to attend to family or home matters during home office hours
- Ensure work area is free of obstructions to eliminate trip and fall hazards
- Ensure work area has proper lighting, ventilation, and furniture
- Set up the homework site in an ergonomically correct fashion

PERSONAL PROTECTIVE EQUIPMENT & RESOURCES

Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of The Village of Pittsford from exposure to the current Pandemic and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

The Village will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Departments may not vary from what is required.

This section addresses general PPE requirements, including face, mouth, and hands. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through hygiene monitoring.

The Village Of Pittsford Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

Safety Persons: Supervisors in both Departments

The Supervisor of the DPW and the Supervisor of Village Office Staff are responsible for the development, implementation, and administration of The Village of Pittsford's PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a job changes
 - new equipment is used
 - there has been an accident
 - a supervisor or employee requests it
 - or at least every year

4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Supervisors

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that PPE training certification and evaluation forms are signed and given to
4. Ensuring that employees properly use and maintain their PPE and follow PPE policies and rules.
5. Notifying management and the Safety Person when new hazards are introduced or when processes are added or changed.
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves the following:

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following Village of Pittsford PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.
6. Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary action.

Procedures

Hazard Assessment for PPE

Supervisors will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

Supervisor will conduct, review, and update the hazard assessment for PPE whenever:

1. a job changes
2. new equipment or process is installed
3. there has been an accident
4. whenever a supervisor or employee requests it
5. or at least every year
6. Any new PPE requirements that are developed will be added into The Village Of Pittsford 's written into the Pandemic prevention program.

Selection of PPE

Once the hazards of a workplace have been identified, Supervisor will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as handwashing, hygiene, etc.

If such methods are not adequate or feasible, then Supervisor will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards (refer to Appendix C - Selection of PPE). Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by The Village of Pittsford at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

- Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.
- The PPE Training Quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

Retraining

The need for retraining will be indicated when:

1. an employee's work habits, or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
2. new equipment is introduced
3. changes in the workplace make previous training out-of-date
4. changes in the types of PPE to be used make previous training out-of-date

Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use (see attached). Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the workplace hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

NOTE: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Safety Disciplinary Policy The Village of Pittsford believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

- A first-time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
- A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
- A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

Resources

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Monroe County Department of Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information.

PERSONNEL QUARANTINE AND SICK LEAVE POLICY

Preventing the spread of illness is a community responsibility and needs to be a priority of the Village of Pittsford.

Employees are to submit to a health assessment each day prior to the work shift beginning. A log will be created with temperature and health assessment each day. A health assessment employee and back up will be assigned to conduct the screening for each municipal location.

Employees should notify their supervisor and not report to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, virus test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

The Village will comply with both current and future enacted Federal and State Pandemic leave legislation available to public employees.

PANDEMIC LEAVE POLICY

Employee's Responsibility to communicate to the Village of Pittsford:

- Notify your supervisor if you are staying home sick, as is normal protocol.
- If you exhibit symptoms and suspect you have been exposed to the disease associated with the pandemic, you must contact your doctor for testing.
- Upon receiving test results, you must inform the Personnel Department immediately.
- If your doctor says you must stay home, you need to provide a note from the doctor. Again, this is normal protocol.

For Full-Time Staff:

- Such time used while waiting for results of the test will be credited back to your accrued leave. If you are sent home due to illness and have the disease associated with the pandemic, you will be paid for the time regardless of the outcome of the test. For any other illness, the normal sick policy will be enforced.
- If you have a positive test, absences caused by the disease will not be counted against your sick time. You will be paid for the days you are out with the disease with documentation from your doctor.
- A return-to-work form must be submitted to Personnel the day you return to work from your physician, as normal protocol.
- Employees who experience a continuation of symptoms, atypical of the expected recovery period situation will be reviewed case by case.

For Part-Time Staff:

- If you have a confirmed case of disease associated with the pandemic, you will be paid for your normal scheduled workdays during the duration of your time off for the sickness.
- Follow directions above in reference to doctor's note, notifying Personnel Department and providing a return-to-work document.
- Employees who experience a continuation of symptoms, atypical of the expected recovery period situation will be reviewed case by case.

Mandatory Quarantine:

- If you have been ordered to quarantine due to an exposure, notify the personnel department immediately.
- Employee will be required to have a negative test on to return to work after the quarantine period.
- Such time used while waiting for results of the test will be credited back to your accrued leave regardless of the outcome of the test.
- If you have a positive test, absences caused by the disease will not be counted against your sick time. You will be paid for the days you are out with the disease with documentation from your doctor.
- In no event shall an employee qualify for sick leave under New York's COVID-19 sick leave law for more than three orders of quarantine or isolation. The second and third orders must be based on a positive COVID-19 test.

This policy does not replace any language in the Village of Pittsford Employee handbook.

VACATION

The Village provides eligible employees with paid vacation leave to give them time off for rest and relaxation. Employees will follow the State guidelines for traveling and adhere by the recommendations. See attached travel policy.

Scheduling

Every effort will be made to permit employees to take their vacation at the time requested. However, due to the nature of our business, coordination within and between departments is essential. Vacation time may be taken in half-day increments with the approval of the department head. All vacations are subject to approval by the department head.

The Village Board will review a deferral of vacation time given the length of the pandemic to allow for proper staffing.

VILLAGE OF PITTSFORD RULES AND POLICY IMPLEMENTATING NYS 14-DAY QUARANTINE FOR EMPLOYEES WHO TRAVEL TO IDENTIFIED STATES

Employees, staff, officials, and contractors of the Village of Pittsford must comply with the following additional health and safety rules, policy, and procedures:

Upon return from travel to one or more of the states identified by New York State government officials, you may NOT return to work or be on Village of Pittsford property until you have quarantined for recommended number of days.

If the employee has no fever or symptoms by recommended day of quarantine and receives a negative test result from an official testing the employee may then return to work and be allowed on the premises of the Village of Pittsford upon presentation of the negative test result.

The employee may apply available vacation or sick leave to the period (s)he is required to be in quarantine.

The failure or refusal to comply with these guidelines jeopardizes the health and safety of co-workers and the public which the Village serves and therefore such failure or refusal may subject the employee to disciplinary action, up to and including termination.

If the employee has a question as to which states are currently included in the travel advisory, they should contact the Village Clerk for a list of those states or countries.

These requirements are in addition to and supplement any previous or subsequent rules and procedures issued by the Village of Pittsford pursuant to its required safety plan.

This policy does not replace any language in the Village of Pittsford Employee handbook.

EDUCATION

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Advise employees before traveling to take certain steps:
 - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China can be found on the CDC website.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consular officer can help locate healthcare services.

Encourage all to practice the following healthy behaviors:

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.

VILLAGE OFFICE / DPW/ TENANTS

The Village will evaluate the opening of the Village office and space occupied by tenants in the building each month at the Village Board meeting and determine whether to open the facilities.

PUBLIC MEETINGS

The Village will follow the Governor's guidelines on public meetings. The Village at the discretion of the Mayor and Village Clerk will offer in person meetings with social distancing as well as offering virtual meetings for residents/guests.

In person meeting attendance will require following all CDC protocols as required.

EMERGENCY HOUSING

Monroe County offers emergency housing if needed when home isolation is not available. (Mutual Aid Agreement)

The Village will also seek appropriate accommodations either by mutual aid agreement or hotel accommodations for employees from outside municipalities with 15 miles of the Village.

COSTS

The Village of Pittsford will track costs throughout this event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

The Village also should review at its annual budget time associated funding for personal protection equipment and well as budgeting for necessary computer equipment, software, and other accessories necessary for virtual meetings and remote work as required.

The budget amount should have reviewed any previous emergency situation expense, along with inflation for anticipation of needs for another event.

WHISTLEBLOWER

The Village of Pittsford strives to protect its employees, business, and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer employees whistleblower protection when they report certain activities or make a complaint to management about a specific situation or occurrence in the workplace that may be unsafe, illegal, abusive, or fraudulent. The complaint will be taken seriously and investigated to the fullest extent possible. Employees who make complaints of this nature will be protected from retaliation.

The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding pandemic related issues if the employee does not feel they can communicate with their supervisors and or Mayor / Deputy Mayor.

No Retaliation

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee's identity, if made known to the Village of Pittsford, will be protected by the Village of Pittsford to the greatest extent possible, consistent with applicable law and the need to investigate and remedy the situation. Any employee who believes he or she has been retaliated against in violation of this policy should notify the Board of Trustees immediately.

DE-ESCALATION OF THE ACTION PLAN

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Village needs to remain in contact with NYS Department of Health and Monroe County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.

Fall 2021 Workshop Registration Form

Registration Fee: \$50.00 per person per workshop

For best results, download and fill out this form.

Snow & Ice Control

Today's Date: _____

Sept 8- Niagara Co.

Sept 9 - Steuben Co.

Oct 13 - Ulster Co.

Oct14 - Cortland Co.

Solutions for Safer Roads & Streets

Sept 14 - Washington Co.

Sept 15 - Delaware Co.

Sept 16 - Westchester Co.

Tools for Practical Communications

Sept 14 - Columbia Co.

Sept 15- Madison Co.

Sept 16 - Yates Co.

Dollars and Sense of Municipal Operations

Sept 21 - Cattaraugus Co.

Sept 22 - Wayne Co.

Sept 23 - Lewis Co.

Local Roads and Streets Done Right

Oct 5 - Tompkins Co.

Oct 6 - Montgomery Co.

Oct 7 - Essex Co.

Registrant #1

Last 4 digits of SSN: _____ (optional) Special dietary request? _____

First name: _____ MI: _____ Last name: _____ Suffix: _____

Title: _____ Organization: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Ext: _____ Cell Phone: _____

Fax #: _____ Email: _____

Are you a new highway or public works official? Yes No
Add me to the CLRP mailing list Already on mailing list Email only Newsletter only No thanks

Registrant #2

Last 4 digits of SSN: _____ (optional) Special dietary request? _____

First name: _____ MI: _____ Last name: _____ Suffix: _____

Title: _____ Email: _____

Add me to the CLRP mailing list Already on mailing list Email only Newsletter only No thanks

Registrant #3:

Last 4 digits of SSN: _____ (optional) Special dietary request? _____

First name: _____ MI: _____ Last name: _____ Suffix: _____

Title: _____ Email: _____

Add me to the CLRP mailing list Already on mailing list Email only Newsletter only No thanks

