

Public Employer Health Emergency Plan for the **City of Utica**

February 16, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832

Developed with support from Emergency Preparedness Solutions, LLC®



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 following labor unions, as required by the amended New York State Labor Law:

- Utica Police Benevolent Association
- Civil Service Employees Association
- Teamsters Local 294
- Utica Professional Firefighters Association Local 32

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.

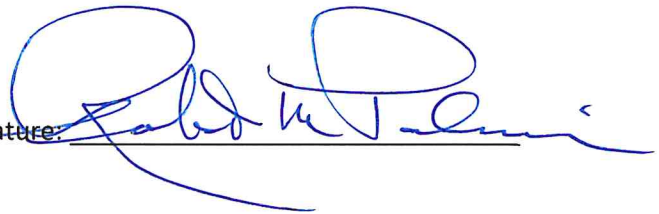
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As the authorized official of the City of Utica, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education 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: February 16, 2021

By: Robert M. Palmieri, Mayor

Signature:



Record of Changes

Date of Change	Description of Change	Implemented by

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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, requires 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 non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

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

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 for a continuation 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 mission 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
- Use of masks to prevent the spread of respiratory infection
- 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 County health officials.

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 and our constituency expect us to maintain a level of mission 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.
- References to 'Department Heads' in this document shall include the following positions, their designees, or successors:
 - Chief of Staff
 - Assessor
 - Budget Director
 - City Clerk
 - Registrar of Vital Records
 - Commissioner of Codes Enforcement
 - Comptroller
 - Corporation Council
 - City Engineer
 - Information Technology Program Manager
 - Chief of Police
 - Fire Chief
 - Housing Assistant Administrator
 - Urban and Economic Development Commissioner
 - Commissioner of the Department of Public Works, Parks, and Recreation
 - Youth Bureau Director
 - Purchasing Agent

Concept of Operations

The Mayor of the City of Utica, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the City of Utica shall be notified in person, or by text, email, or phone, as appropriate. At the direction of the Mayor's Office, department heads, or their designees, as well as the Information Technology and Purchasing Departments, shall be responsible for messaging. Details will be provided as possible and necessary, with additional information and updates provided on a regular basis. The public will be notified of pertinent operational changes by way of mass media, social, media, and the City website, at the direction of the Mayor's Office. Certain departments may support this communication to specific populations they serve. Other interested parties, such as vendors, will be notified by phone and/or email as necessary by the heads of departments they primarily work with. The Mayor's Office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the City of Utica, 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 the City of Utica, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

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

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the City of Utica

The City of Utica has identified as essential 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 to enable the organization to concentrate on providing the essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

The mission essential functions for the City of Utica have been identified as:

Essential Function	Description
Executive Management	Management and coordination of all executive branch government
Corporate Council	Legal advising for city operations and policy
Code Enforcement	Ensuring building and construction safety

Road and Signal Maintenance, Engineering, Sewer Maintenance, Streeting Lighting, Stormwater System Maintenance	Maintaining the infrastructure and operations of City roads, sewers, and other infrastructure
Parks	On-site maintenance and security of City park areas
Fiscal Accountability	Ensuring proper bookkeeping, bill payment, payroll, and other financial liability
Fire Protection	Providing fire, rescue, and emergency medical services
Law Enforcement	Maintaining law and order, serving warrants, investigations, response to complaints
Purchasing	Facilitating the procurement of goods and services necessary for the operation of the City
Information Technology	Maintaining technology infrastructure to support data, communication, and continuity needs
Judicial	Sustaining judicial responsibilities of the court docket, hearings, and record keeping
Building Cleaning and Maintenance	Ensuring City buildings are operational and clean
City Clerk/Vital Records	Receipt, processing, and recording of vital records, various licenses, and associated fees
Legislative	Continuity of law making
Tax Assessment	Supporting City cash flow by maintaining accurate assessment of tax values
Federal Housing Grants Administration	Administration of the Section 8 voucher program and other federal funds

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 do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Executive Management	<ul style="list-style-type: none"> Mayor's Office and Staff 	Management and coordination of all executive branch government. Public information coordination.
Corporate Council	<ul style="list-style-type: none"> Corporate Council's Office 	Legal advising for city operations and policy
Code Enforcement	<ul style="list-style-type: none"> Codes Commissioner and Inspectors 	Ensuring building and construction safety
Road and Signal Maintenance, Engineering, Sewer Maintenance, Streeting Lighting, Stormwater System Maintenance	<ul style="list-style-type: none"> All DPW Staff 	Maintaining the infrastructure and operations of City roads, sewers, and other infrastructure in accordance with applicable standards for safety and health of the public
Parks	<ul style="list-style-type: none"> DPW Deputy Commissioner for Parks and Staff 	On-site maintenance and security of City park areas

Fiscal Accountability	<ul style="list-style-type: none"> Comptroller and Staff 	Ensuring proper bookkeeping, bill payment, payroll, and other financial liability
Fire Protection	<ul style="list-style-type: none"> All Fire Department Staff 	Providing fire, rescue, and emergency medical services
Law Enforcement	<ul style="list-style-type: none"> All Police Department Staff 	Maintaining law and order, serving warrants, investigations, response to complaints
Purchasing	<ul style="list-style-type: none"> Purchasing Agent 	Facilitating the procurement of goods and services necessary for the operation of the City
Information Technology	<ul style="list-style-type: none"> All IT Department Staff 	Maintaining technology infrastructure to support data, communication, and continuity needs
Judicial	<ul style="list-style-type: none"> Court Justices, Court Clerk, Court Clerk's Staff, Security, Cleaning Service 	Sustaining judicial responsibilities of the court docket, hearings, record keeping, receipt of fees and fines, and other operations of City Court
Building Cleaning and Maintenance	<ul style="list-style-type: none"> Building Maintenance Supervisor and Staff 	Ensuring City buildings are safe to occupy and operational
City Clerk/Vital Records	<ul style="list-style-type: none"> City Clerk and Staff Registrar 	Receipt, processing, and recording of vital records, various licenses, and associated fees
Legislative	<ul style="list-style-type: none"> Common Council City Clerk's Office 	<ul style="list-style-type: none"> Continuity of law making Provides administrative support to the Common Council
Tax Assessment	<ul style="list-style-type: none"> Assessor and Assessor's Staff 	Supporting City cash flow by maintaining accurate assessment of tax values
Federal Housing Grants Administration	<ul style="list-style-type: none"> Section 8 Staff Commissioner of Urban and Economic Development Financial Analyst 	Administration of the Section 8 voucher program and other federal funds

It is important to note that Utica City Court is a vital component of City government, with City Court functions budgeted and supported by the Common Council and the Mayor. However, we recognize that the New York State Office of Court Administration sets rules that City Court must abide by and, as such, may issue orders which suspend or alter the hours of operation or means by which courts operate; which may not fully align with this plan or other measures taken by the City government. As such, the Mayor's Office will coordinate as necessary with City Court personnel to ensure safe and effective continuity of Utica City Court.

Reducing Risk Through Remote Work and Staggered Shifts

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

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. This provision shall serve to compliment the City's Remote Access User Authentication and Authorization Policy.

Department heads will identify and approve opportunities, as appropriate, for personnel to work remotely. Department heads or their designees will coordinate with the Mayor's Office for full approval of identified staff. The Mayor's Office will coordinate with the IT Department to ensure that approved staff have the technology and remote access needed to support their primary responsibilities. Note the following provisions:

- Only City-provided equipment will be allowed access to the City's network due to security risks.
- A mobile hotspot will be provided with each assigned laptop or tablet. Use of unsecure home or public access points will not be permitted.
- Authorized remote users will be provided with an SSL VPN connection.
- Remote users will have the same access, permissions, and services as they would have in their primary work locations.
- The City will provide cellular phones to approved users who are not presently assigned one. Office phones shall be forwarded to these devices as needed.
- Department heads and the Mayor's Office shall maintain a list of personnel approved for remote work to ensure an adequate supply of technology.
- Additional designated personnel should be identified as soon as possible to ensure that technology and access can be provided in a timely fashion.

The leadership of the Police and Fire Departments are empowered to identify and approve remote work for their staff without Mayor's Office coordination, unless deemed necessary. Department heads or their designees will coordinate with staff regarding needs for physical access to office resources or information. Department heads or their designees shall communicate these staffing changes, as necessary.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of City government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with City employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the City of Utica will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Department heads shall be responsible for identifying, approving, and communicating alterations of work schedules to support staggering of shifts. Staggering of shifts shall ensure that core business hours are still maintained in each department, unless other direction is provided by the Mayor's Office. Generally, department heads, as well as personnel of the Fire and Police Departments, Department of Public Works, and the Parks Department are able to access City buildings after/off business hours as needed, though arrangements for other personnel would need to be made, as necessary, through the Mayor's Office.

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
- Disposable gowns and aprons

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 contractors.

Protocols for providing PPE include:

1. Identification of need for PPE based upon job duties and work location
2. 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 six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Supplies of personal protective equipment are maintained by most City departments, under the supervision of department heads or their designees. The Mayor's Office and the City Purchasing Agent maintain a supply of personal protective equipment at City Hall. Procurement needs for PPE are requested by department heads or their designees to the Purchasing Department for fulfillment.

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. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.

- b. Department heads must be notified of any potential exposures to their staff or contractors tasked to their departments. Department heads shall then notify the Mayor's Office. The Mayor's Office, supported by department heads, is responsible for ensuring these protocols are followed. The Fire Department's EMS Captain may be consulted to support implementation.
 - c. 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 contractors, and our constituency/public. Current CDC/public health guidance shall be followed for other diseases.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are 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 they exhibit symptoms, refer to item B below.
 - e. Department heads must make any requests in this regard to the Mayor's Office. If approved, the Mayor's Office, supported by department heads, is responsible for ensuring these protocols are followed. The Fire Department's EMS Captain may be consulted to support implementation.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors 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 City of Utica 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/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 10 days have passed since symptom onset, **and** at least 24 hours have passed since the resolution of the last instance of fever without the use of fever-reducing medications, **and** other symptoms have improved. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced. CDC/public health guidelines for the current disease in question shall be followed.
 6. Department heads must be notified of any personnel exhibiting symptoms consistent with the disease in question. Department heads shall then notify the Mayor's Office. The Mayor's Office,

supported by department heads, is responsible for ensuring these protocols are followed. The Fire Department's EMS Captain may be consulted to support implementation.

- C. If an employee or contractor 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 or contractor 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 time 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 or contractor is confirmed to have the disease in question, the Mayor's Office, supported by department heads should 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. Department heads must be notified of any staff or contractors in their department who test positive for the disease in question. Department heads shall then notify the Mayor's Office. The Mayor's Office, supported by department heads, is responsible for ensuring these protocols are followed. The Fire Department's EMS Captain may be consulted to support implementation.

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 our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors 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 which are accessible to the public/constituents will be disinfected in a manner and frequency prescribed by CDC/public health guidelines.
 - b. Building maintenance staff are responsible for cleaning common areas and office spaces. All staff should clean their immediate workspaces and assigned vehicles. Department heads are responsible for coordinating with department staff and the Building Maintenance Supervisor to ensure all spaces are cleaned.
 - c. The Fire Department and Police Department each possess electrostatic sprayers, that can be requested for use by the Building Maintenance Supervisor or other department heads. If used, these sprayers must be used in accordance with manufacturer instructions and applicable EPA and CDC guidance to ensure effectiveness.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the City of Utica 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 based upon changes in law or regulation, as applicable.

It is our policy that employees of the City of Utica 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 City of Utica 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 City of Utica 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 City of Utica, 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 City of Utica, and as such are not provided with paid leave time by the City of Utica, 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 City of Utica to support contact tracing within the organization and may be shared with local public health officials.

Several City departments have means and methods of tracking work hours and locations as part of their existing workflow. Those departments which do not have an established method shall, at the direction of the Mayor's Office, use the attached Public Health Emergency Staff Contact Tracing Log. Department heads shall ensure a log is completed by all personnel, as appropriate, and shall designate an individual in the department to maintain completed logs on file, providing them upon request to support contact tracing efforts.

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 City of Utica's essential operations.

There are two colleges within the City of Utica, having dormitories which may be able to support such a lodging need. If dormitory lodging is not possible, hotel rooms are expected to be the most viable option, of which there are several options within and around the City. Such lodging arrangements would be requested by department heads to the Mayor's Office for approval and coordination, with the City Purchasing Agent supporting any associated expenditures.

Attachment 1: Public Health Emergency Staff Contact Tracing Log

Date:		
Name	Time In/Out	Location