

Adopted March 9, 2021

TIOGA COUNTY PANDEMIC OPERATIONS PLAN 2021



Tioga County Legislature
TIOGA COUNTY, NEW YORK

TIOGA COUNTY PANDEMIC OPERATIONS PLAN

This Plan was 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.

Additionally, this Plan was developed with the input of CSEA, Local 1000 AFSCME, AFL-CIO ,Unit #8850-00, Tioga County Corrections Association Inc. and National Correctional Employees Union Inc., and Tioga County Law Enforcement Association, as required by the amended New York State Labor Law. Said unions input has been incorporated and attached hereto.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees or unions under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees and unions 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 Tioga County, I hereby attest that this plan has been developed, adopted (County Legislature resolution is attached hereto), 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.

Date: March 9, 2021

Signature: 

By: Martha C. Sauerbrey

Title: Chair, Tioga County Legislature

Tioga County
Pandemic Operations Plan

1. Essential Employees List

See attached Excel spreadsheet that contains a list of essential employees by title with justifications organized by Department tabs. Essential employee for purpose of this plan means an employee who must be physically present at the work site to perform their duties, even during a state-ordered shut down due to a communicable disease outbreak. Non-essential employees may perform their job duties working remotely during the same circumstance. At time of Plan development, no contracted personnel were considered essential per this definition. Tioga County Department Heads will review their essential employees lists annually and provide updates to the Legislative Office accordingly. All job titles and descriptions are on file with the Civil Service Administrator in Tioga County's Personnel Office.

2. Enable Non-Essential Employees to Work Remotely

Tioga County IT has created and retained SOPHOS Virtual Private Network (VPN) accounts for all county users to allow employees to access their work desktops remotely using personal or county-provided equipment at home. Any employee working remotely during a state-ordered work shutdown is able to bring their desk phone home to plug into a router. Additionally, Tioga County has a limited supply of MS Surface laptops available to loan to employees who need this equipment to work at home. Therefore, in the event of a state-ordered shutdown, non-essential employees who have the necessary technical equipment and internet services will work from home per the specific NYS order.

3. Reduce Overcrowding at Work Sites

Tioga County's Department of Social Services is the only department that would experience overcrowding and be required to reduce the presence of essential staff working on-site at any given time. Department of Social Services has 55 essential employees who will stagger their seven-hour daily shifts corresponding to when security service works the front doors, which is between the hours of 7:30 AM and 5:30 PM on Mondays and Fridays, and between the hours of 7:00 AM and 8:00 PM Tuesdays through Thursdays.

4. Provision of PPE to Essential Employees

Tioga County Department of Emergency Services will rely on the NYS Department Homeland Security and Emergency Services to provide, or otherwise procure, necessary PPE during a future communicable disease pandemic in the amount of two pieces of each PPE item for every essential employee. PPE could include, but is not limited to all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection,

Tioga County
Pandemic Operations Plan

protective hearing devices, respirators, hard hats, plus disposable gowns and aprons. Tioga County Emergency Services will then distribute the necessary PPE to every Department based on the Essential Employee List provided in section 1 of this document.

5. Protocol for Employees Exposure, Spread Prevention and Leave Time

- Employee Exposure – Tioga County Public Health Department will direct what the employee is to do based on exposure directives from NYS Department of Health for the specific agent causing the communicable disease.
- Employee Exhibits Symptoms - Tioga County Public Health Department will direct what the employee is to do based on symptomatic directives from NYS Department of Health for the specific agent causing the communicable disease.
- Employee Tests Positive – Tioga County Public Health Department will direct what the employee is to do based on positive test directives from NYS Department of Health for the specific agent causing the communicable disease.
- Workplace Disinfection – In the event of a positive test case, Tioga County will utilize its contracted cleaner to disinfect the affected workplace in a manner that is compliant with NYS Department of Health and Tioga County Public Health Department directives. Otherwise, all employees are responsible to clean and sanitize their individual workspace daily.
- Leave for Employees – Tioga County will administer whatever State & Federal benefit programs are implemented in response to the emergency, in conjunction with the terms of our collective bargaining agreements and/or County policies, and/or terms bargained with the affected unions.

6. Documenting Hours and Work Locations of Essential Employees

See attached timesheet / log that contains places to enter daily work hours, remote locations and times to facilitate efficient contact tracing. This documentation shall be used solely for the purpose of contract tracing and its use shall be in compliance with all applicable laws. This documentation shall be required only during the emergency and shall not establish a practice or precedent for use outside of an emergency.

7. Emergency Housing for Essential Employees

Tioga County will pay to house at a local hotel that has individual room accommodations any essential employee who cannot return to their home at the end of a workday due to state ordered restrictions related to the communicable disease pandemic in order to prevent the spread of the communicable disease, with the employee's consent.

**BOARD OF
 ELECTIONS**

TITLE	#	JUSTIFICATION
Election Commissioner	2	Oversee and perform election operations; many duties involve sensitive information or materials and equipment that must be kept in a secure facility with bi-partisan access
Deputy Election Commissioner	2	Process physical documents such as voter registrations, absentee applications, and absentee ballots, and to maintain the security of sensitive information on these documents; in the event of commissioner absence, must take on role of acting commissioner
Voting Machine Technician	2	During election events, conducts duties such as ballot definition and maintaining/testing voting equipment, which must all be done in a secure facility
Temporary Election Clerk	2	During elections events, are required to keep up with the work load and help BOE remain in compliance with legal deadlines and regulations
Election Worker	4	During elections events, conduct post-election duties such as the re-canvass of voting systems to maintain compliance with legal regulations and deadlines
Election Inspector	180	<u>Contracted</u> Election Day workers must be present for Early Voting and Election Day polling sites in order to run an election; 9 days plus election day.

**COUNTY
CLERK**

TITLE	#	JUSTIFICATION
County Clerk	1	Swear in local officials and file state of emergency declarations
Deputy County Clerk	1	Swear in local officials and file state of emergency declarations
Department of Motor Vehicles Supervisor	1	Run daily audit transaction reports
Principal Motor Vehicles License Clerk	1	Run daily audit transaction reports
Assets and Records Manager	1	Only as needed to retrieve records upon request or destroy records according to retention schedules

**DISTRICT
ATTORNEY**

TITLE	#	JUSTIFICATION
District Attorney	1	Keep NYS Court System operating in Tioga County
First Assistant District Attorney	1	Keep NYS Court System operating in Tioga County
Secretary to District Attorney	1	Keep NYS Court System operating in Tioga County
Confidential Assistant	1	Keep NYS Court System operating in Tioga County

**ECONOMIC DEVELOPMENT
AND PLANNING**

TITLE	#	JUSTIFICATION
Department Director	1	Provides immediate accessibility to impacted businesses and relays those business needs to the rest of the EDP Team. Assists the County Legislature Chair with appropriate crisis management tasks as needed.

**EMERGENCY
SERVICES**

TITLE	#	JUSTIFICATION
Director of Emergency Services	1	Directs emergency management operations
Deputy Director of Emergency Services	1	Directs emergency management operations
Deputy Fire Coordinator	2	Directs emergency management operations
Administrative Assistant	1	Provides administrative support for emergency management operations

**INFORMATION TECHNOLOGY AND
 COMMUNICATION SERVICES**

TITLE	#	JUSTIFICATION
Director of ITCS / Chief Information Officer	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees
Deputy Director of ITCS	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees
Senior Computer Maintenance Technician	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees
Network Administrator	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees
Computer Programmer	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees
GIS Manager	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees
GIS Technician	1	Keep Tioga County's information and communications systems operating for all employees; enable remote working for non-essential employees

**LAW
OFFICE**

TITLE	#	JUSTIFICATION
County Attorney	1	Provides legal advice to the County Legislature Chair and Department Heads with immediate access. Presides over county court cases
Assistant County Attorney	2	Provides assistance on court cases
Paralegal	2	Provides assistance on court cases
Secretary	2	Provides assistance on court cases

**LEGISLATIVE
OFFICE**

TITLE	#	JUSTIFICATION
Legislature Chair	1	Works on behalf of the entire County Legislature to ensure the safety of Tioga County citizens and to be in compliance with all state orders and directives.
Legislature Clerk	1	Assists the Legislature Chair with crisis management duties.

**MENTAL
 HYGIENE**

TITLE	#	JUSTIFICATION
Billing Specialist x2	2	1x per week for payroll and bank deposits
Medical Director	1	Administer medications on site
Accounting Associate I	1	Rotate front desk
Accounting Associate II	1	Rotate front desk
Accounting Associate III	1	Rotate front desk
Clinical Social Worker	3	Open Access ADS and MH
Secretary to Director of Community Services	1	1x per week for Medication management, mail and invoices
Records Manager	1	1x per week for records
Director of Community Services	1	Just for signing as needed
Nurse Practitioner	1	1x per week for injectable medications

*No contractors are considered essential

**PERSONNEL AND
CIVIL SERVICE**

TITLE	#	JUSTIFICATION
none	1	none

PROBATION

TITLE	#	JUSTIFICATION
Probation Director	1	Provides critical services for public safety of Tioga County citizens
Secretary to Probation Director	1	1x every two weeks for payroll
Senior Probation Officer	3	Once per week to maintain contact with probationers
Probation Officer	6	Once per week to maintain contact with probationers
Probation Assistant	1	Once per week to maintain contact with probationers
Accounting Associate III	1	1x every two weeks to pay bills and process restitutions

**PUBLIC
DEFENDER**

TITLE	#	JUSTIFICATION
Public Defender	1	Provides critical and essential services to the County Court and indigent people
Assistant Public Defender	2	Provides critical and essential services to the County Court and indigent people
Attorney	3	Provides critical and essential services to the County Court and indigent people
Paralegal	2	Provides critical and essential services to the County Court and indigent people
Secretary to the Public Defender	1	Provides critical and essential services to the County Court and indigent people
Family Court Public Defender	1	Provides critical and essential services to the County Court and indigent people

**PUBLIC
HEALTH**

TITLE	#	JUSTIFICATION
Public Health Director	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Secretary to the Public Health Director	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Deputy Director of Public Health	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Director of Administrative Services	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Senior Public Health Educator	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Public Health Educator	2	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Supervising Public Health Sanitarian	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Public Health Sanitarian	3	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Supervising Public Health Nurse	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Public Health Nurse	2	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Public Health Nurse P/T	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Community Health Program Supervisor	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Early Intervention Services Coordinator	3	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Confidential Assistant	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Accounting Associate III	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Administrative Secretary	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Office Specialist I	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Office Specialist II	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Office Specialist III	2	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic
Communications and E-Services Coordinator	1	Promotes the health and wellness of Tioga County citizens as well as implements NYS DOH directives during a pandemic

**ARE DENTAL SERVICES EMPLOYEES
ESSENTIAL?**

**DEPARTMENT OF
PUBLIC WORKS**

TITLE	#	JUSTIFICATION
DPW Commissioner	1	Keeps county roads safe and county facilities safe and operable
DPW Deputy Commissioner	1	Keeps county roads safe and county facilities safe and operable
Lead Maintenance Mechanic	1	Keeps county roads safe and county facilities safe and operable
Maintenance Mechanic I	1	Keeps county roads safe and county facilities safe and operable
Maintenance Mechanic II	2	Keeps county roads safe and county facilities safe and operable
Maintenance Mechanic III	3	Keeps county roads safe and county facilities safe and operable
Automotive Mechanic II	1	Keeps county roads safe and county facilities safe and operable
Automotive Stock Clerk	1	Keeps county roads safe and county facilities safe and operable
Working Supervisor	2	Keeps county roads safe and county facilities safe and operable
Mechanic / Working Supervisor	2	Keeps county roads safe and county facilities safe and operable
Heavy Equipment Operator Site Leader	1	Keeps county roads safe and county facilities safe and operable
Heavy Equipment Operator I	4	Keeps county roads safe and county facilities safe and operable
Heavy Equipment Operator II	2	Keeps county roads safe and county facilities safe and operable
Heavy Equipment Operator III	2	Keeps county roads safe and county facilities safe and operable
Motor Equipment Operator I	3	Keeps county roads safe and county facilities safe and operable
Motor Equipment Operator II	2	Keeps county roads safe and county facilities safe and operable
Motor Equipment Operator III	2	Keeps county roads safe and county facilities safe and operable
Technical Facility Operator	1	Keeps county roads safe and county facilities safe and operable
Sign Maintenance Operator	1	Keeps county roads safe and county facilities safe and operable
Sustainability Manager	1	Keeps county roads safe and county facilities safe and operable
Engineering Technician	1	Keeps county roads safe and county facilities safe and operable

**DEPARTMENT OF
PUBLIC WORKS**

Secretary to Commissioner of Public Works	1	Keeps county roads safe and county facilities safe and operable
Accounting Associate III	1	Keeps county roads safe and county facilities safe and operable

**REAL PROPERTY
TAX OFFICE**

TITLE	#	JUSTIFICATION
Real Property Director	1	Once per month, scan the 5217's from the County Clerk's office to each municipal assessor; also when printing tax bills throughout the year
Real Property Administrative Assistant	1	Once per month, scan the 5217's from the County Clerk's office to each municipal assessor; also when printing tax bills throughout the year

**SHERIFF'S
OFFICE**

TITLE	#	JUSTIFICATION
Sheriff	1	Protects and provides public safety to Tioga County citizens
Undersheriff	1	Protects and provides public safety to Tioga County citizens
Captain	1	Protects and provides public safety to Tioga County citizens
Secretary to Sheriff	1	Protects and provides public safety to Tioga County citizens
Civil Manager	1	Protects and provides public safety to Tioga County citizens
Road Lieutenant	1	Protects and provides public safety to Tioga County citizens
Administrative Lieutenant	1	Protects and provides public safety to Tioga County citizens
Sergeant	5	Protects and provides public safety to Tioga County citizens
Deputy Sheriff	20	Protects and provides public safety to Tioga County citizens
Part-time Deputy Sheriff	3	Protects and provides public safety to Tioga County citizens
Dispatch Sergeant	1	Protects and provides public safety to Tioga County citizens
Part-time Dispatcher	1	Protects and provides public safety to Tioga County citizens
Dispatcher	12	Protects and provides public safety to Tioga County citizens
Jail Lieutenant	1	Protects and provides public safety to Tioga County citizens
Jail Sergeant	6	Protects and provides public safety to Tioga County citizens
Corrections Officer	42	Protects and provides public safety to Tioga County citizens
Cook Manager	1	Protects and provides public safety to Tioga County citizens
Part-time Cook	3	Protects and provides public safety to Tioga County citizens
Senior Investigator	1	Protects and provides public safety to Tioga County citizens
Investigator	4	Protects and provides public safety to Tioga County citizens
Office Specialist II	2	Protects and provides public safety to Tioga County citizens
Office Specialist III	1	Protects and provides public safety to Tioga County citizens
Accounting Associate III	1	Protects and provides public safety to Tioga County citizens
Civil Law Clerk	1	Protects and provides public safety to Tioga County citizens
Part-time Accounting Associate II	1	Protects and provides public safety to Tioga County citizens

**DEPARTMENT OF
SOCIAL SERVICES**

TITLE	#	JUSTIFICATION
Commissioner of Social Services	1	Administrative presence required to monitor and support staff in daily operations
Secretary to the Commissioner	1	Presence required to support administrative staff; does not have full remote access to required technology for job functions
Deputy Commissioner of Social Services	1	Administrative presence required to monitor and support staff in daily operations
Executive Secretary	2	Presence required to support administrative staff; does not have full remote access to required technology for job functions
Director of Employment and Transitional Supports	1	Monitor and support staff in daily operations
Coordinator Child Support Enforcement	1	No remote access available to required technology to perform job functions
Sr. Support Investigator	1	No remote access available to required technology to perform job functions
Support Investigator	2	No remote access available to required technology to perform job functions
Accounting Associate III	1	No remote access available to required technology to perform job functions
Principal Social Welfare Examiner	4	No remote access available to required technology to perform job functions
Social Services Employment Specialist	3	No remote access available to required technology to perform job functions
Sr. Social Welfare Examiner	3	No remote access available to required technology to perform job functions
Social Welfare Examiner	10	No remote access available to required technology to perform job functions
Community Services Worker	1	No remote access available to required technology to perform job functions
Office Specialist I	4	No remote access available to required technology to perform job functions
Director of Social Services	1	No remote access available to required technology to perform job functions
Office Specialist II	1	No remote access available to required technology to perform job functions
Social Welfare Examiner	1	No remote access available to required technology to perform job functions

*No contractors are considered essential

**TREASURER'S
OFFICE**

TITLE	#	JUSTIFICATION
County Treasurer	1	Customer service, daily banking transactions, cash deposits at bank and wireless money transfers
Deputy Treasurer	1	Customer service, daily banking transactions, cash deposits at bank and wireless money transfers
Chief Accountant	1	Customer service if certain businesses and professional services are operating even in a restricted capacity
Accountant III	2	Customer service if certain businesses and professional services are operating even in a restricted capacity
Payroll Supervisor	1	Once per week to ensure processing of payroll

VETERANS'
SERVICE AGENCY

TITLE	#	JUSTIFICATION
Director	1	Require access the VA database to file and follow-up on claims and issues for our veterans.

**TIOGA COUNTY PANDEMIC OPERATIONS PLAN
ESSENTIAL EMPLOYEES WORK LOG**

NAME: Douglas Camin
WEEK OF: September 28 - October 4 2020

DAY	IN OFFICE	REMOTE	TOTAL
	HOURS	HOURS	HOURS
Monday	7		
Tuesday		7	
Wednesday		8	
Thursday		7	
Friday	4	4	
TOTAL	11	26	37

REMOTE LOCATION 1	TIMES AT LOCATION 1	REMOTE LOCATION 2	TIMES AT LOCATION 2
n/a	n/a		
EOC at Public Safety Building 103 Corporate Dr, Owego NY 13827	9:00AM - 5:00PM		
HHS Building 1062 State Route 38, Owego NY 13827			
Village of Waverly Offices, 32 Ithaca St Waverly NY 14892	9:00AM - 5:00PM		
Spencer Van-Etten High School, 16 Dartts Cross Rd, Spencer NY 14883	8:00AM - Noon	Owego Town Hall, 2354 State Route 434, Owego NY 13827	1:00PM - 5:00PM

SAMPLE

**TIOGA COUNTY PANDEMIC OPERATIONS PLAN
ESSENTIAL EMPLOYEE WORK LOG**

NAME: Mike Simmons
WEEK OF: October 5 - October 9 2020

DAY	IN OFFICE		TOTAL
	HOURS	HOURS	
Monday	1	6	
Tuesday		7	
Wednesday	5	2	
Thursday	7		
Friday		7	
TOTAL	13	22	35

REMOTE LOCATION 1	TIMES AT LOCATION		TIMES AT LOCATION 2
	1	REMOTE LOCATION 2	
Public Health Department 1062 State Route 38, Owego NY 13827	10:00AM - 4:00PM		
Village of Owego Offices 178 Main St, Owego NY 13827	9:00AM - 10:00AM	Elderwood Nursing Facility, N Chemung St, Waverly NY 14892	11:00AM - 5:00PM
Elderwood Nursing Facility, N Chemung St Waverly NY 14892	10:00AM - Noon		
N/A			
Riverview Manor, Fifth Ave Owego NY 13827	10:00AM - 5:00 PM		

SAMPLE



MEMORANDUM

TO: Lisa Baker, President of CSEA Unit #8850
Margaret Hogan, President of Tioga County Corrections Association
Shawn Kemmery, President of Tioga County Law Enforcement Association

FROM: Martha Sauerbrey, Legislative Chair

DATE: January 29, 2021

RE: Unions review of the Tioga County DRAFT Pandemic Operations Plan

In 2020, NYS passed a law amending the NYS Labor Law §27-c that requires all municipalities to create a Pandemic Operations Plan. The intent of the Pandemic Operations Plan is to establish procedures for which to address operations of essential employees and non-essential employees as defined in the Plan. The amended law also requires that a municipality's unions have an opportunity to review the Plan and make recommended changes to the employer. The employer, in this case the Tioga County Legislature, must respond to the union's recommended changes in writing within a reasonable timeframe.

The deadline for employers to provide this Draft Plan to unions for review is February 4, 2021. Thus, please find Tioga County's Draft Pandemic Operations Plan for your review and comment. The County Legislature's deadline to submit said final Plan to the NYS Governor's Office is April 1, 2021. Because the County Legislature needs to adopt the Pandemic Operations Plan at their March 9th meeting in order to meet the April 1 deadline, I am requesting that you review and provide to me any recommended changes to the attached Draft Pandemic Operations Plan **by Friday, February 12.**

Thank you in advance for your cooperation. Please contact me if you have questions.

Jardine, Elaine

From: Sauerbrey, Martha
Sent: Tuesday, February 16, 2021 10:54 AM
To: Jardine, Elaine
Subject: FW: Pandemic Plan

fyi

Martha Sauerbrey

Chair, Tioga County Legislature
607-687-8234

Confidentiality Notice:

This transmission, including any attachments, is for the sole use of the intended recipient(s) or entity named above and may contain confidential and privileged information. If you received this and are not the intended recipient(s), you are hereby notified that any disclosure, copying, unauthorized distribution or the taking of any action in reliance on the contents of this information is prohibited. If you have received this transmission in error, please immediately contact the sender as indicated above to arrange the proper handling of the information.

From: Baker, Lisa <BakerL@tiogacountyny.gov>
Sent: Tuesday, February 16, 2021 10:32 AM
To: Sauerbrey, Martha <SauerbreyM@tiogacountyny.gov>
Subject: RE: Pandemic Plan

Marty,

It looks ok for CSEA. Sorry for the missed deadline.

Thanks Lisa

From: Sauerbrey, Martha <SauerbreyM@tiogacountyny.gov>
Sent: Tuesday, February 16, 2021 9:56 AM
To: Baker, Lisa <BakerL@tiogacountyny.gov>; Hogan, Margaret <HoganMargaret@tiogacountyny.gov>; Kemmery, Shawn <KemmeryS@tiogacountyny.gov>
Subject: Pandemic Plan

This is a reminder that I need you to check out the Pandemic Operations Plan and let me know if you have any comments. The Memorandum explains the intent of the plan. The deadline was last Friday so I need to hear from you this week or I will assume that you have no problems with this plan. Thank you for your time.

Martha Sauerbrey

Chair, Tioga County Legislature
607-687-8234

Confidentiality Notice:

**TIOGA COUNTY
PANDEMIC OPERATIONS PLAN**

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No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees or unions under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees and unions 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 Tioga County, 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.

Date: _____

Signature: _____

By: Martha C. Sauerbrey

Title: Chair, Tioga County Legislature

Tioga County
Pandemic Operations Plan

1. Essential Employees List

See attached Excel spreadsheet that contains a list of essential employees by title with justifications organized by Department tabs. Essential employee for purpose of this plan means an employee who must be physically present at the work site to perform their duties, even during a state-ordered shut down due to a communicable disease outbreak. Non-essential employees may perform their job duties working remotely during the same circumstance. At time of Plan development, no contracted personnel were considered essential per this definition. Tioga County Department Heads will review their essential employees lists annually and provide updates to the Legislative Office accordingly.

All job titles and descriptions are on file with the Civil Service Administrator in Tioga County's Personnel Office.

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3. Reduce Overcrowding at Work Sites

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4. Provision of PPE to Essential Employees

Tioga County Department of Emergency Services will rely on the NYS Department Homeland Security and Emergency Services to provide, or otherwise procure, necessary PPE during a future communicable disease pandemic in the amount of two pieces of

Tioga County
Pandemic Operations Plan

each PPE item for every essential employee. PPE could include, but is not limited to all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, plus disposable gowns and aprons. Tioga County Emergency Services will then distribute the necessary PPE to every Department based on the Essential Employee List provided in section 1 of this document.

5. Protocol for Employees Exposure, Spread Prevention and Leave Time

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- Leave for Employees – Tioga County will administer whatever State & Federal benefit programs are implemented in response to the emergency, in conjunction with the terms of our collective bargaining agreements and/or County policies [and/or terms bargained with the affected unions.](#)

6. Documenting Hours and Work Locations of Essential Employees

See attached timesheet / log that contains places to enter daily work hours, remote locations and times to facilitate efficient contact tracing. [This documentation shall be used solely for the purpose of contact tracing and its use shall be in compliance with all applicable laws. This documentation shall be required only during the emergency and shall not establish a practice or precedent for use outside of an emergency.](#)

7. Emergency Housing for Essential Employees

Tioga County will pay/[reimburse](#) (DELETE) to house at a local hotel that has individual room accommodations any essential employee who cannot return to their home at the end of a workday due to state ordered restrictions related to the communicable disease pandemic in order to prevent the spread of the communicable disease, [with the employee's consent.](#)

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE
ADOPTED 3/9/2021

REFERRED TO: LEGISLATIVE WORKSESSION
RESOLUTION NO. 72-21 ADOPT TIOGA COUNTY
PANDEMIC OPERATIONS PLAN

WHEREAS: In June 2020 the NYS Legislature amended the NYS Labor Law by adding §27-c which mandates that all municipalities develop and adopt a Pandemic Operations Plan to be complete by April 1, 2021; and

WHEREAS: The County Legislature has developed its County Operations Plan with input from every Department and incorporated comments received from its Unions; and

WHEREAS: Said Plan contains all required components and, upon adoption, will be posted to the Legislature page on the County's website, tiogacountyny.gov; therefore be it

RESOLVED: That the Tioga County Legislature hereby adopts Tioga County's Pandemic Operations Plan.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the ninth day of March, 2021, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this ninth day of March, 2021.



Cathy Haskeel

Clerk of the Tioga County Legislature