



***TOWN OF WAPPINGER HEALTH AND SAFETY PROTOCOLS
AND GUIDLINES
for
Re-Opening and Recovery***

As we prepare to re-open Town Hall, first to our staff and officials, and then to the public, we must continue to address the physical and mental safety and well-being of our employees and guests. And, we must take special efforts to protect our vulnerable employees.

The Town closely monitors and adheres to State and County government policy changes, guidelines, government mandates, and public health advisements, and will continue to make changes as necessary or appropriate to our protocols and procedures to ensure safety and compliance.

The objective of this document is to guide our departments to methodically and safely implement a phased recovery of operations, as informed by the New York Forward (<https://forward.ny.gov/>) and Dutchess County Government. The concept that we will ask departments to take is to proceed in a cautious manner and respond via increased capacity to the actual needs of the residents we serve. This document (the “Protocols”) will work in conjunction with the New York Forward Plan and the Dutchess County Reconstitution Plan. The Town of Wappinger reopening plan will be subject to updates as new guidelines and information is made available. The dates mentioned in this document are conditional on the County’s Phased opening dates.

The Protocols are based on best practices being recommended by various authorities, agencies, NGOs, and comprehend discussions with the County Executive and his staff, as customized for our community. They are somewhat “conditional”, subject to constantly updated guidance coming from the Offices of the Governor and the County.

COVID-19 is primarily a respiratory transmission concern for spreading the virus. As such, our primary focus will be with atmospheric spread, but will also include physical dispersion including surface contact. The primary means of preventing the spread via the atmosphere will be to reduce the number of employees

and residents in our physical office space, which is the process we have used to maintain most services. And, we will provide plexiglass barriers where appropriate.

While in the office, we will need to conduct business in accordance with requirements that reduce the potential for dispersion of the virus. Therefore, we will continue to:

- provide public services that do not require direct-contact interaction such as digital communications, the use of glass and plexiglass windows, and “drop boxes” whenever possible;
- social distancing operations;
- providing PPE for staff and visitors;
- regular sanitization efforts; and
- continuation of telework where possible if not disruptive to operations.

I. Reopening of Town Hall.

- Town Hall will reopen to “essential” staff¹ on **June 15, 2020**. June 15th is the Dutchess County Government target date for their office reopening. Prior to this date, we will continue to operate as we have been - conducting Town business virtually from home. We plan to use the week of the 15th to finalize our public health and safety protocols and to ensure we have sufficient PPE supplies.
- During the period of **June 15th – July 6th**, each Department supervisor will decide which staff to allow to return to work at Town Hall and which staff may continue to work from home. But, not all staff are to return to work on the 15th: some staff will continue to work from home.
- We reopened the Recycle Yard on Saturday, May 30th under proper Covid19 public health protocols. We have now resumed our regular Wednesday/Saturday schedule of 9am – 12pm.
- We will reopen the 7 Town playgrounds on June 12th under proper Covid19 public health protocols.

¹ As determined by each Department supervisor and the Town Supervisor
TOWN OF WAPPINGER HEALTH AND SAFETY PROTOCOLS for Re-Opening and Recovery –
Adopted by the Town Board on June 8, 2020

- Beginning **June 22nd**, we would start a “soft” and limited reopening of Town Hall to the public with visitation by residents and businesses on an *appointment only* and *emergency basis*:
 - Residents would call to the appropriate department to arrange for a meeting by appointment only.
 - All visitors shall observe social distancing requirements and all guests will be required to wear face masks when entering and meeting in Town Hall.
 - We will work out meeting space requirements such as to be held in the main Board room with dividers, in the small conference room space, etc. Also, we have space in the Town rooms at the Emergency Services Building, Schlathaus and Carnwath in which meetings could also be held. We will work with the Department supervisors and Buildings and Grounds on appropriate arrangements. During nice weather, meetings can also be held in the Gazebo.
- Beginning **July 6th**, Town Hall would reopen to the general public, subject to social distancing requirements and the wearing of masks and temperature recording. Until this time, we would continue to work at less than full-staff physically at Town Hall – basically we would continue to operate from home as we have been doing.
- All guests arriving for meetings would enter through the main, front, north-facing doors since they are automatic and also is the largest entrance space. all other entrances would be locked from the outside. Signs would be posted to use the front entrance. Additionally:
 - *[Anyone visiting Town Hall would be greeted by a greeter/hall monitor/receptionist (TBD with the Board during the June 22nd meeting).] **This item is not yet part of these Protocols until adopted by the Town Board.***
 - The visitor would register on a Department-specific clipboard based on their need, listing their name and their contact cell number, they would then be asked to wait in their vehicle.

- Each Department would go to the clipboard and call the resident and ask them to come into the building, the dept. employee and the resident would proceed to a designated area in the large meeting room or a location best suited for the department based on their situation.
- When leaving the building, the visitor would be escorted out and the employee would call in the next person. If they are next or the only person on the list we would have limited seating in the building where they can wait, not to inconvenience them more than necessary, and if they are elderly, Handicapped or have difficulty walking.
- The greeting person from the Department would also give out a mask if needed (see the above requirement), offer hand sanitizer, take an infrared temperature, and answer basic questions. A basic questionnaire will be required of the visitor (to be available online).
- We will continue to encourage all payments to be made by credit card or direct deposit. We would eliminate most if not all cash payments. The greeter can explain to residents coming in that the check payments must go in the bin, we would have envelopes and pens available.
- Wherever possible, all permits will be issued by mail or digitally during.
- All Departments and Boards (Town Board, ZBA, and Planning Board would operate without the public physically in attendance at least through **July 6th**, although meetings for board members, staff and consultants could resume in Town Hall before then at their discretion.
- We realize that some employees are very nervous about returning to work physically at Town Hall. We would allow some concerned employees to continue to work from home until **July 6th**. However, on that date they will be expected to return to work at Town Hall (see below discussion).
- The Justice Court is subject to the Orders of the Office of Court Administrator as to opening requirements. Nevertheless, when working in the Court Area and Town Hall, all court personnel will adhere to these protocols unless the OCA requires a more restrictive regimen.

Nevertheless, with respect to re-opening of the court to the Public, we will fully expect the court to adhere to these Protocols and other guidelines to be customized.

- The Sheriff's Department, our insurance carrier and the NY State Department of Labor have all made recommendations concerning the health and safety of our staff, officials and visitors, including access points, for Town Hall and hiring a receptionist. The Board and I will be discussing possible solutions.

II. Workplace Safety Protocols

Under Current NY State law, we are required to provide employees with a safe work environment. The New York State Department of Labor, Public Employees Safety and Health Bureau (PESH) has provided guidance for employers to help them meet these obligations in response to the COVID-19 pandemic. To comply with PESH's requirements for a safe workplace, THE TOWN OF WAPPINGER would establish a written COVID-19/Pandemic Safety and Health Program, which would include the following elements:

- Conducting an ongoing hazard and risk assessment;
- Developing a written infectious disease preparedness and response plan that includes: (i) a description of the potential sources of work-related COVID-19 transmission based on daily job requirements; and (ii) workplace controls (engineering and administrative controls and PPE);
- Designating a person(s) responsible for implementing the program; and,
- Implementing the program.

The TOW COVID-19 Safety and Health Programs would address the specific requirements of NY State and Dutchess County Laws and Executive Orders.

III. Protocols to Mitigate Against Illness, to Screen for Illness, and to Report as Appropriate to Dutchess County for Contact Tracing.

A successful of re-opening will depend on how smart we are going to be in order to protect and to screen employees and visitors for COVID-19 before permitting access to the worksite. We will implement a self-administered screening protocol that is nondiscriminatory, safe and legally compliant. Important elements include:

- Each employee will be required to keep a personal record of his/her temperature readings to be submitted to their respective Department supervisor in a weekly statement that he/she took their temperature daily upon reporting for work and at noontime, and noting that no fever or a fever was recorded (the specific reading would not be reported, but should be retained personally and confidentially by the employee);
- Each employee will advise us before reporting to work if they have a fever or other Covid19 symptoms or if they have come into contact with someone who has symptoms or has tested positive for Covid19. *We have prepared a recommended questionnaire attached at the end of this document;*
- If an employee would have a fever or symptoms or have been in contact, they will self-quarantine;
- The Supervisors Office will provide to County/State agencies the name of the employee under quarantine so that they can conduct Contact Tracing;
- We will train our staff of Covid19 health and safety initiatives based on materials received from State, County and Insurance carrier (NYMIR) sources;
- We will provide to our visiting guests protective face masks and to our employees face masks and other personal protective equipment (PPE) as appropriate, and will available disinfecting spray and liquid through our dispensers installed throughout Town Hall. We will also provide each

work area with additional protective devices including screens, partitions, enhanced service windows, etc. The Supervisors Office will be responsible for maintaining and distributing PPE supplies. These supplies have been ordered and will be maintained.

- We will continue our daily disinfecting program; and
- We will continue to maintain the document drop boxes outside the entrances to the North, East and West wings of Town Hall.

In addition, the following sections outline basic procedures for how we plan to ensure the safety of everyone:

- Physical Distancing: Posted signage will advise residents to practice physical distancing by standing at least six feet away from other groups of people not traveling with them while standing in lines, using stairs, or moving around the property. Signage will remind that all Town properties will comply with local or state mandated occupancy limits.
- Hand Sanitizer, PPE, and Hygiene Reminders: The Town will continue to refill existing hand sanitizer dispensers, and eventually replace with touchless whenever possible. There will be health and hygiene reminders and signage throughout the property reminding employees of the proper way to wear, handle, and dispose of masks, how to and when to use gloves (in positions deemed appropriate by medical experts), wash hands, sneeze, and to avoid touching their faces.
- Employee's Responsibilities: The Town will encourage all employees to wash hands, or use sanitizer when a sink is not available, every 60 minutes (for at least 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, going on break, and before or after starting a shift.
- Employee and Workplace Procedures: Employees are encouraged to use electronic communication where practical, and otherwise socially distanced in-person communication. Employees are discouraged from using another worker's phone, desk, office, or other work tools and

equipment. Employees should avoid direct human contact, including handshakes. Non-essential travel by employees should also be kept to a minimum.

- Case Notification: If we are alerted to a presumptive case of COVID-19 at a TOW property, we will work with the Dutchess County Health Department (DCHD) to follow the appropriate actions recommended by it.
- Cleaning and Sanitizing Protocol: The Town will make widely available cleaning solution/wipes for use by employees. The Town continues working with our vendors, distribution partners, and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary Personal Protection Equipment (PPE).
- Public Spaces and Communal Areas: The frequency of cleaning and sanitizing has been increased to twice a day with an emphasis on frequent contact surfaces including, but not limited to, door handles, public restrooms, stair handrails, and seating areas.
- Public Access Points: Upgrades to public access points are being implemented. There will be a barrier between the public and public servants with glass or Plexiglas where social distancing is not feasible or may have limited compliance. At this point in time, the Town will continue to restrict public access to employee areas of Town Hall.
- Floor Markings. Building and Grounds will place physical markers on the floors to promote social distancing – please do not do this on your own as there are concerns that adhesives could damage the flooring. Please work with Building and Grounds to optimize flow.

Virtual meetings (video communication, phone call, email) are still the preferred method, but accommodations will be made to meet in person if needed, adhering to safe distancing guidelines.

IV. Monitoring Temperature/Wellness checks:

- Employees who are physically coming into work will need to *self-check* their temperature each morning beginning June 15, 2020 as COVID-19 poses a direct threat to the health and safety of the Town’s workforce and citizens and ongoing community transmission is present. This includes employees who primarily work outdoors.
- Non-essential Employees who have not been at work, will need to have their temperature taken once upon the first day of returning to work.
- Employees exhibiting at least two of the following symptoms should not report to work or should leave once symptoms begin to occur:
 - Fever (measured or subjective)
 - Cough
 - Shortness of breath
 - Chills
 - Rigors (bouts of shivering or shaking, accompanied by a feeling of coldness, e.g., “chills”)
 - Myalgia (muscle aches or pains)
 - Headache
 - Sore throat
 - New olfactory and taste disorder(s) such as loss of the senses of smell and taste.
- If an employee’s temperature reads 100.4 Fahrenheit or higher, they are required to stay at home or go home. In this instance, the employee should notify their supervisor. The employee will be unable to return to work until they have been fever free for 72 hours (3 days) without the use of fever-reducing medications and have been cleared by their doctor per the New York State Department of Health Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection.
- A Temperature Check Station will be placed in the Town Hall Employee Break Room, the Highway Garage break room, and at the building and

Grounds ‘Barn’ beginning June 15th - where employees can self-check each morning. Employees will take their temperature and then clean the thermometer with the sanitizing wipes located nearby if they haven’t already done so at their home.

- Employees will also need to continue to self-monitor symptoms of COVID-19 and communicate to their supervisor if they are exhibiting any symptoms.

V. Personal Protective Equipment (PPE) & Masks.

- The Governor, NYSDOH, and County Executive guidance strongly encourage face masks in public areas but are not a replacement for social distancing, washing and sanitizing hands frequently.
- Employees will not be required to wear masks if they are able to socially distance (within their own office alone for example) but will be required when they are in communal areas and not able to distance given their job functions. **This includes employees who primarily work outdoors.**
- The Town is requiring employees to wear face masks when maintaining safe distancing (6 feet) is not possible as COVID-19 poses a direct threat to the health and safety of the Town’s workforce and citizens and ongoing community transmission is present. This includes both employees in the office and in the field per the Governor’s orders.
- Absent safety or documented medical concerns, employees will not be permitted to work on-site without a mask or face covering and may be subject to discipline. As a reminder, a mask or face covering is not necessarily meant to protect the wearer from others. Rather, the intention is to prevent a possibly asymptomatic person from unknowingly transmitting the virus to others.

- The Town will provide every employee the proper allotment of masks based on anticipated usage. Alternatively, employees will be allowed to wear their own masks or face covering provided that any imagery is appropriate and professional and meets CDC guidelines:
 - Must fit snugly but comfortably against the side of the face;
 - Must be secured with ties or ear loops;
 - Must include multiple layers of fabric;
 - Must allow for breathing without restriction;
 - Must be able to be laundered and machine dried, at least once a day, without damage or change to shape.

VI. Additional Guidance for Managers

- **Vehicles and facilities:** All Town supervisors and managers will be responsible for maintaining, at least daily, disinfection of all Town Vehicles under their control and responsibility. The Department of Building and Grounds will maintain the disinfection of all Town facilities as discussed above.
- **Budget.** All supervisors and managers will be responsible for strict budget compliance as directed by the Town Board. They will report to the Town Supervisor, Comptroller, and the Town Board immediately any unplanned deviations. The Comptroller will report to the Town Supervisor, the Town's Chief Financial Officer, the financial status of the Town at least weekly and to the Town Board at least monthly during the first regularly scheduled board meeting each month.
- **COVID19 reimbursement.** It will be the responsibility of each Department Manager to maintain accurate expense records for all items that would be reimbursable by the FCRA. All such records will be submitted to the comptroller as quickly as possible after the cost was incurred.

V. Implementing Leave and Other Policies and Changing Compensation and work Schedules.

State Leave Requirements: When an employee receives sick leave and/or family leave benefits, the TOW will need to obtain and preserve documentation of such benefits to qualify for the tax credits available under Federal Law. We will review and, if necessary, establish policies for documenting leave and ensuring compliance with laws and policies.

Work from Home Policies. The COVID-19 pandemic has forced the TOW to permit and enable employees to work remotely. Even as we reopen, teleworking for some portion of our workforce may be required. To the extent that we continue teleworking arrangements, we will ensure compliance with wage-and-hour laws, including rest and meal break requirements and overtime pay.

*Beginning **July 6th** you will be expected to return to work at the Office. If at that time you still do not want to come into the office, then we would deduct from any built up comp, health, and vacation time.*

VI. Other.

- All recreation programs, senior programs, recreation facilities, athletic fields and courts will continue to operate digitally. Actual “live” reopening of these locations throughout the Town will be subject to the recommendation of the Recreation Director an supervisor of the Building and Grounds Department to the Town Supervisor and Town Board.
- All Town parks and trails remain open subject to social distancing requirements and rules and regulations of the Town Board.

- Use of the Town Hall Break Room/Kitchenette will be by one person at a time following health and safety protocols. Surfaces will be wiped down regularly.
- We are studying different ways in which to sign in and sign out each day and to protect the current touch pad area.
- ***The Town Board and/or Town Supervisor reserve the right to amend these Protocols from time to time based on changing health, safety and environment conditions related to the Covid19 pandemic.***

Additional Resources and References:

- New York Forward: <https://forward.ny.gov/>
- New York State Department of Health: <https://www.health.ny.gov/>
- Dutchess County Government: <https://www.dutchessny.gov/>
- Dutchess County Behavioral & Community Health: <https://www.dutchessny.gov/Departments/DBCH/dbch.htm>
- Dutchess County COVID-19 Data Dashboard: <https://www.dutchessny.gov/Departments/DBCH/2019-Novel-Coronavirus.htm>
- Dutchess County Business Notification: <https://dutchessbnn.com/>
- Dutchess Responds: <https://www.dutchessny.gov/Departments/DBCH/Dutchess-Responds-COVID-19.htm>

**Town of Wappinger
HEALTH AND SAFETY PROTOCOLS
for
Re-Opening Procedures and Recovery Guidance**

**EMPLOYEE RETURN TO WORK QUESTIONNAIRE
Confidential**

Ask employees initially returning to work:

1. Have you been infected with the virus in the past 14 days? Yes No
2. Have you had a fever in the past 14 days (100.4+) ? ** Yes No
3. Has anyone in your home had the virus within the past 14 days Yes No
4. Have you traveled anywhere considered to be a COVID-19 hotspot? Yes No

If any of the above answers are “yes” the employee should be sent home immediately until all answers are “no.”

**If you have not taken your temperature recently, must conduct a temperature self-test upon reporting to Town Hall.

You will be required to take your temperature everyday upon reporting to work.

This questionnaire will be returned to the employees Department supervisor.

Name

Date