

Public Health Emergency Plan  
for the  
**TOWN OF WAPPINGER**  
Dutchess County, New York



February 4, 2021

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

## 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 CSEA Local 1000 AFSCME, and Teamsters Local 445, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees and 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 the law, 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.

As the authorized official of Town of Wappinger, 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:

By: Richard Thurston

Signature: \_\_\_\_\_

Title: Town Supervisor

# Record of Changes

Date of Change	Description of Change	Implemented by
02.01.2021	Draft Plan Version 1	Richard Thurston

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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 Town of Wappinger. 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 and any and all applicable New York State rules, standards and guidance\(s\)](#). The fundamentals of reducing the spread of infection include:

- Wearing a mask when indoors and/or in shared spaces
- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home and consult a physician
- 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 the Dutchess County Department of Behavioral & Community Health.

## 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 expects 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

## Concept of Operations

The Town Supervisor of the Town of Wappinger, 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 Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Wappinger shall be notified by phone and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Town Board, Town employees and consultants, the Wappinger Town Court, and Town residents will be notified of pertinent operational changes by way of email, press release, social media, Gov Delivery, and/or the Town website. Other interested parties will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Wappinger, his/her designee, or his/her 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 Town Supervisor of the Town of Wappinger, 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 Town of Wappinger is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable the Town of Wappinger 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 Town of Wappinger

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

Essential functions are prioritized according to:

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

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The essential functions for Town of Wappinger have been identified as:

Essential Function	Description	Priority
Town Board	Responsible for managing and controlling town finances, establishing rules of its procedures and adopting local laws.	1
Office of Town Supervisor	Responsible for the continued operations of Town Government and Town functions, and required State and Local financial reporting.	1
Highway Department	Responsible for the maintenance of all Town streets which includes roadside stormwater and drainage repairs, snow plowing, sanding/salting of the roads, asphalt patching and paving, street sweeping and roadside tree maintenance.	1
Buildings & Grounds	Responsible for the maintenance of Town buildings and parks.	1
Ambulance	Responsible for the treatment and transportation of patients to medical facilities	1
Water and Sewer	Responsible for the Town's three water districts and four sewer districts	1

Building Department	Responsible for review of permit applications and plans for building permits, certificate of occupancy, code enforcement, fire inspections, and zoning.	1
Finance Department	Responsible for budget preparation and maintenance, banking and segregation of funds, payroll, purchasing and accounts payable, Collection and Accounts Receivable, and debt management.	2
Human Resources Department	Responsible for all of the personnel functions, such as retirement, recruitment, safety & health, labor relations, civil service administration, benefits administration, training, workers' compensation and disability leave.	2
Engineering	Responsible for oversight of all municipal infrastructure projects and facility operations along with reviewing and monitoring all private development projects to ensure their conformance with all local, state and federal code requirements.	1
Town Clerk Department	Issues State licenses/permits, maintains records of Town ordinances and local laws, annual budgets, bidding documentation, and bonding information.	3
Legal Department	Responsible for advising the Town Supervisor, Town Board, Department Heads relating to the duties of their respective office.	3
Information Technology	Responsible for all telecommunications, network management, hardware and software maintenance, help desk support, and phone system.	2
Communications	Responsible for handling public relations, information output, press releases, media requests, and social media.	1

### 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
Town Board	<ul style="list-style-type: none"> <li>All Council persons</li> </ul>	Essential for managing and controlling town finances, establishing rules of its procedures and adopting local laws
Office of the Supervisor	<ul style="list-style-type: none"> <li>Town Supervisor</li> <li>Secretary</li> </ul>	Essential for the continued operations of all departments, Town Government and Town functions.
Highway Department	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	Essential for the maintenance of all Town streets which includes roadside stormwater and drainage repairs, snow plowing, sanding/salting of the roads, asphalt patching and paving, street sweeping and roadside tree maintenance.
Buildings & Grounds	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	Essential for the maintenance of Town buildings and parks.
Water and Sewer	<ul style="list-style-type: none"> <li>Consultant</li> </ul>	Essential for overseeing the Town's water districts and sewer districts.



Building Department	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	Essential for building permits, certificate of occupancy, Code Enforcement, fire inspections, and zoning.
Ambulance	<ul style="list-style-type: none"> <li>Contractor</li> </ul>	Essential for transportation of patients to medical facilities.
Finance Department	<ul style="list-style-type: none"> <li>Comptroller</li> <li>2 Account Clerk</li> <li>Typists</li> </ul>	Essential to the operation of payroll, purchasing and accounts payable, collection of accounts receivable, banking and debt management.
Human Resources Department	<ul style="list-style-type: none"> <li>Human Resources Personnel</li> </ul>	Essential for all personnel functions, such as retirement, recruitment, civil service administration, safety and health, benefits administration, labor relations, training, workers' compensation and disability leave.
Town Clerk Department	<ul style="list-style-type: none"> <li>Town Clerk</li> <li>2 Deputy Clerks</li> </ul>	Issues State licenses/permits, maintains records of Town ordinances and local laws, annual budgets, bidding documentation, and bonding information.
Engineering	<ul style="list-style-type: none"> <li>Consultant</li> </ul>	Essential for oversight of all municipal infrastructure projects and facility operations.
Legal	<ul style="list-style-type: none"> <li>Town Attorney</li> </ul>	Essential to advising Town Supervisor, Town Board and Department Heads relating to the duties of their respective office.
Information Technology	<ul style="list-style-type: none"> <li>Consultant</li> </ul>	Essential for telecommunications, network management, hardware and software maintenance and troubleshooting, and help desk support.
Communications	<ul style="list-style-type: none"> <li>Communications Personnel</li> </ul>	Essential for handling public relations, information output, press releases, media requests, and social media.

## 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. Working remotely requires:

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

Department Heads evaluate the duties and responsibilities of positions to determine if the work can be performed remotely. Employees determined to be in eligible positions must request it in writing to their

Department Head for approval. The Town Supervisor is the final approver for all remote work and the IT Consultant will give remote access permissions to employees, as authorized by the Town Supervisor.

Department Heads develop work plans and work schedules for the eligible employees. The assignments and schedules must be agreed to by the employee and Department Head. Employees are responsible for maintaining the agreed upon hours of work and to keep a detailed record of hours in a timekeeping system. Employees are compensated at regular rate of pay for all hours during which work is performed and must get preauthorization for any hours worked outside of or beyond the normal work schedule.

Employees are expected to perform their duties and responsibilities at an acceptable performance level. Employee job responsibilities will not change due to working remotely.

Employees are to designate and maintain a safe, productive workspace at the remote location adequate for accomplishing necessary tasks. The Town may provide equipment for employees to telework. Employees are solely responsible for internet access at the remote work location and the Town will not provide internet access or reimburse employees for internet service expenses.

### 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, Town of Wappinger 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

The Department Head will identify alternative work schedules for employees to complete their assignments outside the Town's normal business hours. Not all departments may be able to grant alternative work arrangements to staff. Each individual work schedule must be approved in advance by Department Head and subject to approval by the Town Supervisor. Shifts will be assigned based on operational need. If a conflict arises in determining which staff should be granted staggered shifts, seniority will be considered. The Comptroller's office will maintain a list of work schedules for all employees and Human Resources will provide a list of work schedules to the collective bargaining units.

### 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:

- Face covering (cloth mask, disposable mask)
- 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 the following:

1. Identification of need for PPE based upon job duties and work location in accordance with all CDC/DOH/PESH/NYS/Dutchess County guidance
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 or the entire period of the emergency
  - 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

Department Heads will identify and determine PPE necessary for department employees to perform their assigned duties. Department Heads will designate personnel to procure PPE, identify a location to store supplies, and monitor usage. Departments will receive training on all PPE, equipment and supplies. All Departments are required to maintain an eight-week stockpile of supplies to keep on hand at all times.

Departments must use cleaning products and protocols that meet EPA guidelines, and are effective and approved for use against viruses, bacteria, and other airborne and blood borne pathogens.

## 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 and New York State Department of Health guidelines, unless superseded and nullified by NYS emergency declaration and/or Dutchess County, 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 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. Human Resources must be notified for ensuring these protocols are followed.
    - 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.

- 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. The Town Supervisor will be the decision-maker in these circumstances and Human Resources is responsible for ensuring these protocols are followed.
- 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 medical provider.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their medical provider.
  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. Town of Wappinger will not require sick employees to provide a negative test result for the disease in question, but may require a healthcare provider's note to validate their illness, qualify for any relevant sick leave, or return to work, unless there is a recommendation from the CDC/New York State and/or County public health officials do otherwise.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. Human Resources must be informed in these circumstances to ensure these protocols are followed and contact the Dutchess County Department of Behavioral and Community Health.
- 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, Human Resources will inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and other applicable state and federal laws.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. Human Resources must be notified in these circumstances and responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed, unless superseded and nullified by NYS emergency declaration and/or Dutchess County protocols, 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 at least hourly.
  - b. The Town of Wappinger has cleaners and/or a cleaning company may clean each Town building everyday it is in use. Additionally, the Town make available to each work station, cleaning solution/wipes so that each employee and contractor can continue to keep their own workstation cleaned throughout their workday.
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

The Town of Wappinger will abide by all of the financial regulations as prescribed by Federal, State, County or Local Laws and regulations. The Town will not reimburse or provide more than the dollar amounts as prescribed by law.

It is our policy that employees of Town of Wappinger will not be charged with leave time for testing or vaccination. Employees will be provided with up to two weeks (80 hours) of non-contractual New York State Paid Family Leave for COVID or more if provided by collective bargaining agreement 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.

This provision may be modified if there are any other changes to the law or agreed to by the unions or if an employee is able to effectively work remotely and the need exists for them to do so.

Family Leave shall also be provided in accordance with federal and state law.

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 Town of Wappinger, and as such are not provided with paid leave time by Town of Wappinger, 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 solely to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Town of Wappinger to support contact tracing within the organization and may be shared with local public health officials and for no other purpose. The Town will comply with all applicable laws regarding confidentiality of contact tracing.

All employees are required to log their worked hours in a timekeeping system for each pay period during the declared public health emergency involving a communicable disease. Department Heads are required to approve timecards, which is then sent to the Comptroller's office for processing. The Comptroller's office is responsible for managing and filing timecard records.

Employees required to perform off-site work must complete a log sheet that lists the person(s) in contact, address, arrival and departure time, and reason for visit. The log is maintained in the employees' respective department solely for contact tracing purposes, for retention and tracking purposes.

## 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 Town of Wappinger's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option, at no cost to the employee and with the employee's consent. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Town of Wappinger will coordinate with the Dutchess County Office of Emergency Management to help identify and arrange for these housing needs at no cost to the employee and with the employee's consent. The Town Supervisor is responsible for coordinating and overseeing this process.