

# Public Employer Health Emergency Plan

## Town of Richland

March 5, 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 the Local Teamster Union, 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 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.

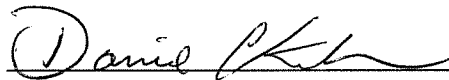
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

---

As the authorized official of the Town of Richland, 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.

3/10/21

Date



Daniel Krupke  
Town Supervisor

### Record of Change

Revision	Description of Changes	Date
Document Created		March 9, 2021

## Table of Contents

<b>Promulgation</b> .....	<b>2</b>
<b>Purpose, Scope, Overview, and Assumptions</b> .....	<b>4</b>
<b>Purpose</b> .....	<b>4</b>
<b>Scope</b> .....	<b>4</b>
<b>Overview</b> .....	<b>4</b>
<b>Assumptions</b> .....	<b>5</b>
<b>Operations</b> .....	<b>5</b>
<b>Essential Functions</b> .....	<b>6</b>
<b>Essential Positions</b> .....	<b>7</b>
<b>Reducing Risk Through Remote Work and Staggered Shifts</b> .....	<b>7</b>
<b>Remote Work Protocols</b> .....	<b>7</b>
<b>Staggered Shifts</b> .....	<b>8</b>
<b>Personal Protective Equipment</b> .....	<b>8</b>
<b>Staff Exposures, Cleaning and Disinfection</b> .....	<b>9</b>
<b>Staff Exposures</b> .....	<b>9</b>
<b>Cleaning and Disinfecting</b> .....	<b>11</b>
<b>Employee and Contractor Leave</b> .....	<b>11</b>
<b>Documentation of Work Hours and Locations</b> .....	<b>12</b>
<b>Housing for Essential Employees</b> .....	<b>12</b>

## Appendices

Appendix A - CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe

Appendix B – Vendor List for Personal Protective Equipment (PPE) and Cleaning Supplies

## Purpose, Scope, 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 Richland, also referred to as "Town". This plan is pertinent to a declared public health emergency in the State of New York which may impact Town operations; and it is in the interest of the safety of our Town employees and contractors, and the continuity of our operations that we have promulgated this plan.

### 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 access and use the most recent [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#), a copy of this CDC guidance publication is included in **Appendix A** and will be updated as needed. 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
- If you are feeling ill or have a fever, notify your supervisor and immediately remove yourself from contact with others, at the direction of your supervisor you may be sent 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
- Implement personal protective equipment (PPE) appropriate to the work task and as recommended by the CDC, the State Department of Health, or County Public Health officials. PPE could include but is not limited to the following:
  - Masks

- Face shields, goggles, or safety glasses
- Gloves
- Disposable gowns, aprons, or coveralls
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## 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

## Operations

The Town Supervisor of the Town of Richland, their designee, or their successor holds the authority to execute and direct the implementation of this plan at the direction of the Town Board. 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 Richland shall be notified by each respective Supervisor giving a brief overview of the plan and where it shall be located, a copy will be located in the Town Office Building at the Town Clerk's Office, additional copies will be located at the Town Highway Facilities and Water District Facilities. A copy of this plan will also be available on the Town Website.

Other interested and affected parties, such as vendors, 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 of Richland Supervisor, 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 Town of Richland Supervisor, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Essential Functions

When confronting events that disrupt normal operations the Town of Richland 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 Town of Richland

The Town of Richland 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 one function to others
- The recovery sequence of essential functions and their vital processes

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

<b>Essential Function</b>	<b>Description</b>
Highway Maintenance	Provides all functions to maintain the safety of Public Roads.
Water Treatment Plant and Distribution Operation	Provides all functions to deliver safe drinking water to the Town Water Districts.
Town Record Keeper	Maintains all town records including vital statistics for the Town.
Bookkeeper	Maintains the Town’s bank accounts and processes payroll.

## 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
Highway Maintenance	Highway Superintendent	The Highway Superintendent establishes all priorities for highway maintenance tasks and supervises staff.
Highway Maintenance	Equipment Operators/ Laborer	Operates equipment and performs duties necessary for road maintenance.
Water Treatment Plant and Distribution Operation	Water Supervisor	The Water Supervisor establishes all priorities for water district operation and supervises staff.
Water Treatment Plant and Distribution Operation	Water Mechanic	Operates equipment and performs duties necessary for the operation of the water treatment facilities and distribution system.
Water Treatment Plant and Distribution Operation	Water District Clerk	Completes all billing for the water districts.
Town Record Keeper	Town Clerk	Maintains all Town records in physical record books kept at the Town Offices along with computer records on the Town's Computers.
Town Record Keeper	Deputy Town Clerk	Performs all duties necessary to assist the Town Clerk.
Bookkeeper	Clerk to the Supervisor	Completes payroll and billing for the Town.

## 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. Note that phone lines may need to be forwarded to off-site staff

The Town Supervisor, the Highway Superintendent or the Water Supervisor will approve the assignment of remote work and ensure staff has the necessary equipment.

### 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 Town of Richland 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 Town Supervisor, the Highway Superintendent or the Water Supervisor at the direction of the Richland Town Board will approve the assignment of staggered shifts.

### 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, goggles, or safety glasses
- Gloves
- Disposable gowns, aprons or coveralls

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
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

The Town Clerk, or their designee will order, monitor and ensure employees at the Town Hall are provided with necessary PPE and disinfectant cleaning supplies which will be stored in an accessible location for all Town Hall staff at the Town Hall. The Town Clerk will maintain and update as needed an established vendor list for PPE and cleaning supplies, with a minimum of three possible vendors listed. The Vendor list will include contact information and can be found in **Appendix B**.

The Highway Superintendent with assistance from the Clerk to the Supervisor if required, will order, monitor and ensure employees at the Town Highway Facilities are provided with necessary PPE and disinfectant cleaning supplies which will be stored in employee accessible locations at the Town Highway Facilities.

The Water Supervisor with assistance from the Clerk to the Supervisor if required, will order, monitor and ensure employees at the Water Treatment and Distribution Facilities are provided with necessary PPE and disinfectant cleaning supplies which will be stored in employee accessible locations at the Water Treatment and Distribution Facilities.

A minimum of an eight-week supply will be kept on hand by Departments at all times. The Town Clerk, Highway Superintendent, and Water Supervisor will monitor the PPE stockpiles at respective locations to ensure re-ordering occurs as needed to maintain an adequate stockpile. The Town of Richland will coordinate with the Oswego County Emergency Management Office if required PPE becomes unavailable.

## 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, based on current county health directives):
  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 14 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. The Town Supervisor, Town Clerk, Highway Superintendent and Water Supervisor must be notified and will be responsible for ensuring these protocols are followed in their respective areas of management.
    - 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, Town Clerk, Highway Superintendent, and Water Supervisor or their designees are the decision makers in these circumstances and are 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 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. Town of Richland 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 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. The Town Supervisor, Town Clerk, Highway Superintendent, and Water Supervisor or their designees, must be informed in these circumstances and are responsible for ensuring these protocols are followed.
- 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 if possible (exceptions are noted in section c below).
    - 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. An example of an area that could not be closed off or put out of service for 24 hours prior to cleaning and disinfection would be a plow truck or heavy equipment.
  - d. 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 Town Supervisor, Town Clerk, Highway Superintendent or Water Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. The Town Supervisor, Town Clerk, Highway Superintendent and the Water Supervisor must be notified in these circumstances and are 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 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 Supervisor, Town Clerk and Highway Superintendent are responsible to designate an employee for cleaning common areas in their area of management, and the frequency of such.
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 Town of Richland 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 Town of Richland will not be charged with leave time for testing. Employees will be granted with up to two weeks (80 hours) of sick leave while 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.

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 Town of Richland, and as such are not provided with paid leave time by the Town of Richland, 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 Town of Richland to support contact tracing within the organization and may be shared with local public health officials.

Employees will keep a written or electronic log tracking their hours worked and specific work locations. Only essential access of Town owned buildings and facilities by essential employees, contractors, or residents will be allowed. Employees, contractors, residents and visitors will be required to sign in when they access Town owned buildings and facilities. A sign in sheet containing the date, time of entry, and time of exit will be maintained at each facility or building. Other health screening questions may also be included on the sign-in sheet depending on the specific public health emergency and in accordance with applicable federal and state guidelines. The Town Supervisor, Town Clerk, Highway Superintendent and the Water Supervisor will be responsible for maintaining these records in their area of management to assist with contract tracing if required.

## 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 Town of Richland's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Town of Richland will coordinate with the Oswego County Emergency Management Office to help identify and arrange for these housing needs. The Town Supervisor or their designee are responsible for coordinating this.

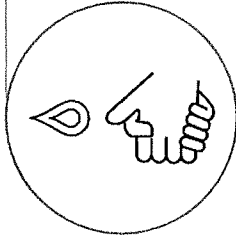
## Appendix A

CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe

# Keeping the workplace safe Encourage your employees to...

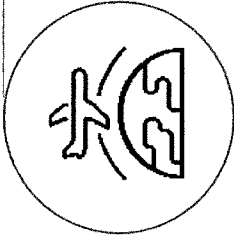
Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

## Practice good hygiene



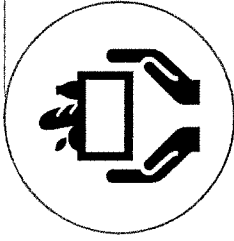
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Be careful with meetings and travel



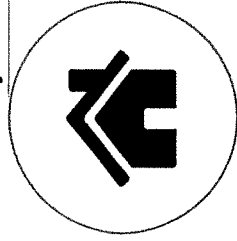
- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

## Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

## Stay home if...



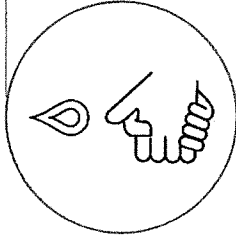
- They are feeling sick
- They have a sick family member in their home

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping the school safe

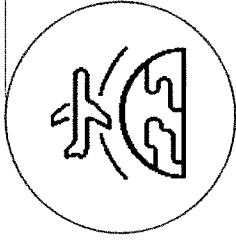
## Encourage your faculty, staff, and students to...

### Practice good hygiene



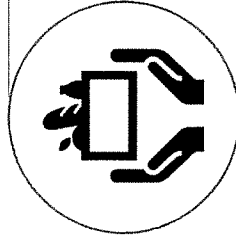
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Consider rearranging large activities and gatherings



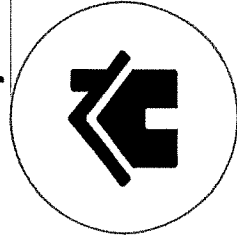
- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

### Stay home if...

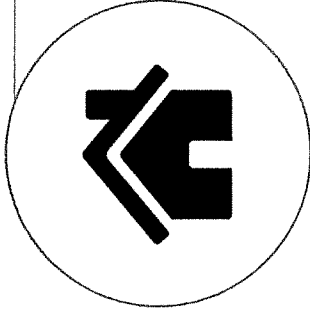


- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

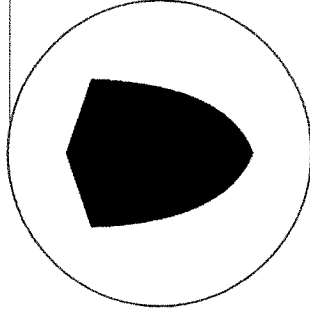
# Keeping the home safe Encourage your family members to...

## All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

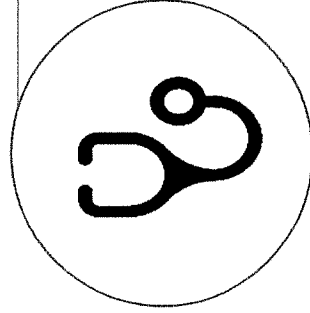
## Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

## Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

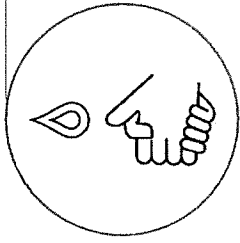
**What every American and community can do now to decrease the spread of the coronavirus**



# Keeping commercial establishments safe

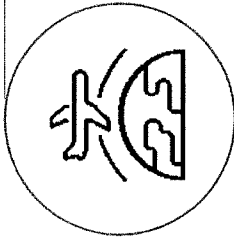
## Encourage your employees and customers to...

### Practice good hygiene



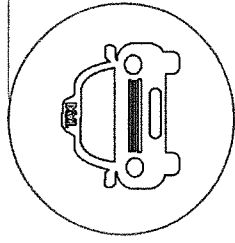
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

### For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

What every American and community can do now to decrease the spread of the coronavirus

## Appendix B

### Vendor List for Personal Protective Equipment (PPE) and Cleaning Supplies

Vendor List:

**Online Vendors**

Amazon

<https://www.amazon.com>

Bow Wow Waste

<https://www.bowwowwaste.com>

Staples

<https://www.staples.com>

Target

<https://www.target.com>

**Local Vendors**

Deaton's Ace Hardware

3970 Port St

Pulaski, NY 13142

315-298-5405

Oswego County

Emergency Management

720 E. Seneca St.

Oswego, NY 13126

315-349-8800

[http://www.oswegocounty.com/departments/public\\_safety/emergency\\_management](http://www.oswegocounty.com/departments/public_safety/emergency_management)