

Public Employer Health Emergency Plan for the **Town of Cheektowaga**

March 9, 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.

As required by the amended New York State Labor Law the following labor unions have been provided an opportunity to review the plan as required by the amended New York State Labor Law: Town of Cheektowaga Employees Union, the Town of Cheektowaga Supervisors Union, the Town of Cheektowaga PBA, the Town of Cheektowaga Captains and Lieutenants Union, and the Town of Cheektowaga Dispatchers Union.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

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

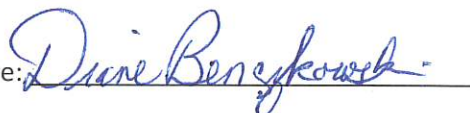
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As the authorized official of Town of Cheektowaga, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education 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: March 10, 2021

By: Diane Benczkowski

Title: Town Supervisor

Signature: 

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Cheektowaga. 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. The Town may modify this plan or develop other policies or procedures to address specific circumstances associated with future public health emergencies.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#).

The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- Wear a mask to prevent the spread of respiratory infection
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency 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 Cheektowaga, 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 Cheektowaga shall be notified by their respective department heads via phone, text, or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The public will be notified of pertinent operational changes by way of local mass media, the Town website, and Town social media accounts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will make decisions in regard to messaging and the messages to be developed, and will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Cheektowaga, 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 Supervisor of the Town of Cheektowaga, 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 Cheektowaga 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 Cheektowaga

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

The mission essential functions for the Town of Cheektowaga have been identified as:

Essential Function	Description
Town Governance	Management, coordination, and oversight of town government.
Emergency Services	Coordination of Town agencies during emergencies. Coordination with County and state government.
Law Enforcement and Animal Control	Patrol, responding to complaints and emergencies, serving warrants, processing of evidence, required reporting.
Fire/Rescue	Response to fire, rescue, and emergency medical services calls. Note: this service is provided by independent fire districts.
Emergency Services Dispatch	Receive emergency calls and communicate with first responders.
Engineering and Sanitary Sewer Operations	Maintain the infrastructure and operations of the sanitary sewer system, including the main pump station.
Youth and Senior Services	Support the physical and mental well-being of seniors and underprivileged youth.
Information Technology	Provide on-site maintenance of information technology infrastructure and support of equipment for employees and services.
Solid Waste Removal	Removal of solid waste and recycling in accordance with applicable regulations.
Town Vehicle Maintenance	Maintenance of town vehicles to maximize operational readiness and safety.
Highway Maintenance	Maintain the infrastructure and operations of Town roads.
Accounting and Payroll	Receipt processing, and payment of vendor invoices. Review and process employee payroll and payments.
Public Information and Communications	Support outreach and communications to the public through the Town website, social media accounts, and mass media coordination.

Vital Records	Receive, process, and file vital records and associated fees.
Tax Collection	Receive, record, and deposit taxes.
Property Assessment	Ensure proper property valuation of properties and receive and process resident exemptions. Hear property assessment grievances.
Town Facilities Maintenance	On-site maintenance and cleaning of Town facilities to ensure proper function and continuity of government.
Code Enforcement	Permitting and monitoring of projects in accordance with law, regulation, and ordinances. Support the legal process for code violations.
Legal Support	Provide legal advice to Town officials.
Community Development	Administration of federal and state grant funds.
Justice Court	Process the court docket, conduct hearings, develop and submit reports. Receive and process fees and fines.

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 Governance	<ul style="list-style-type: none"> Town Supervisor 	Management, coordination, and oversight of town government.
Emergency Services	<ul style="list-style-type: none"> Emergency Management Staff 	Coordination of Town agencies and County and State government during emergencies.
Law Enforcement and Animal Control	<ul style="list-style-type: none"> All Police Department Staff 	Police patrol, respond to complaints and emergencies, serve warrants, investigate crimes and process evidence and required reporting.
Fire/Rescue	<ul style="list-style-type: none"> Fire Districts 	Note: fire districts are required to develop their own plans
Emergency Services Dispatch	<ul style="list-style-type: none"> Dispatch Staff 	Staff can only perform their duties from the Dispatch office.
Engineering and Sanitary Sewer	<ul style="list-style-type: none"> All Engineering and Sewer Department Staff 	On-site maintenance and operations of the sanitary sewer infrastructure and equipment, including the main pump station.
Youth and Senior Services	<ul style="list-style-type: none"> All FT Senior Services Staff All FT Youth and Recreation Staff All PT Van Drivers Meals On Wheels (contracted) 	Provide wellness checks, meal pickup and delivery, social services and overall physical and mental well-being to seniors and underprivileged youth.
Information Technology	<ul style="list-style-type: none"> All Staff and Contractors 	Provide on-site maintenance of information technology infrastructure and support of equipment for employees and services.
Solid Waste Removal	<ul style="list-style-type: none"> All Sanitation Department Staff 	Curbside removal of solid waste and recycling.

Town Vehicle Maintenance	<ul style="list-style-type: none"> • All Central Garage Staff 	Maintenance of vehicles and equipment.
Highway Maintenance	<ul style="list-style-type: none"> • All Highway Department Staff 	On-site maintenance of equipment at the Highway Garage and road maintenance throughout Town.
Accounting and Payroll	<ul style="list-style-type: none"> • All Accounting Staff 	Receipt processing, and payment of vendor invoices. Review and process employee payroll and payments.
Public Information and Communications	<ul style="list-style-type: none"> • Town Clerk and Staff 	Support timely releases of information.
Vital Records	<ul style="list-style-type: none"> • Town Clerk and Staff 	Physical receipt of records, permits, and payments.
Tax Collection	<ul style="list-style-type: none"> • Town Clerk and Staff 	Physical receipt of payments.
Property Assessment	<ul style="list-style-type: none"> • Assessor and Staff 	Ensure proper assessed valuation of properties and receive and process resident exemptions. Hear property assessment grievances.
Town Facilities Maintenance	<ul style="list-style-type: none"> • All Facilities Department Staff 	On-site maintenance and cleaning of Town facilities.
Code Enforcement	<ul style="list-style-type: none"> • Code Enforcement Officer and Staff 	On-site receipt and processing of permit applications. Site visits and inspections.
Legal Support	<ul style="list-style-type: none"> • Town Attorney and Staff 	On-site review and provide legal advice to Town officials.
Community Development	<ul style="list-style-type: none"> • All Office of Community Development Staff 	Often requires on-site records access and HUD grant management
Justice Court	<ul style="list-style-type: none"> • Justices and Court Clerks 	Conduct of in-person hearings, filing of reports, receipt of fees and fines.

It is important to note that Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, we recognize that the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

Reducing Risk Through Remote Work and Staggered Shifts

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

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible.

Department Heads of positions which will be assigned to work remotely either part-time or full-time are first required to obtain permission from their two Town Board Chairs. Once approval is secured from the Town Board Chairs, the request is forwarded to the Town Supervisor for final approval. Once approved by the Town

Supervisor and the Department Head will coordinate with the employee and the Information Technology Department, as needed. Employees will be notified in person, by phone, or email once remote work is approved.

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

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 (note that phone lines may need to be remotely accessed) and access to mail and physical files

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 Cheektowaga 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.

Most collective bargaining agreements with the Town have clauses permitting staggering of shifts in the event of an emergency. The Town Supervisor, in conjunction with Department Heads, will determine how best to stagger shifts and what positions will be staggered, ensuring that mission essential functions are properly addressed. Department Heads will notify employees or contractors of changes to their schedule, either in person, via phone, or email.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include:

1. Identification of need for PPE based upon job duties and work location.
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least three 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.

Each department maintains a limited supply of PPE and cleaning supplies which is overseen by their respective Department Head or a designee. A back-up supply of PPE and cleaning supplies are maintained by the Facilities General Crew Chief. Back up supply can be requested by Department Heads. The Emergency Manager will support the Facilities General Crew Chief with acquiring additional PPE and cleaning supplies through the Erie County Department of Homeland Security and Emergency Services.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Personnel may be cleared to return to work by testing negative for the disease in question, in accordance with CDC/public health guidelines.
 - c. Department Heads will notify the Coordinator of Employee Relations of any potential exposures. The Coordinator of Employee Relations, in conjunction with Department Heads, will ensure this protocol is followed.
 - d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.

2. CDC guidelines for COVID-19 provide that essential employees may be permitted to continue to work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. Current CDC/public health guidance shall be followed for other diseases.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Town Supervisor shall make decisions in regard to this provision, working with Department Heads and the Coordinator of Employee Relations to ensure 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. The Town of Cheektowaga will require sick employees to provide a negative test result for the disease in question; healthcare provider's note to validate their illness; and a signed Erie County Department of Health "Affirmation of Self-Quarantine or Self-Isolation" to qualify for sick leave or return to work, or any procedure established by the state or county for the public health emergency in question.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 10 days have passed since symptom onset, **and** at least 24 hours have passed since the resolution of the last instance of fever without the use of fever-reducing medications, **and** other symptoms have improved. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced. CDC/public health guidelines for the current disease in question shall be followed.
 6. Department Heads will notify the Coordinator of Employee Relations of employees or contractors exhibiting symptoms consistent with the disease in question. The Coordinator of Employee Relations, in conjunction with Department Heads, will ensure this protocol is 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.

- a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted.
 - a. If an employee or contractor is confirmed to have the disease in question, the Coordinator of Employee Relations or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. Department Heads will notify the Coordinator of Employee Relations of any employees or contractors testing positive. The Coordinator of Employee Relations will work with Department Heads to ensure this protocol is 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 in a frequency and manner consistent with CDC/public health guidelines.
 - b. The Facilities Director will ensure that common areas are cleaned in such a manner and frequency in accordance with applicable guidance.
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 Cheektowaga is committed to reducing the burden on our employees and contractors. The policies outlined below are subject to change based upon changes in law or regulation, as applicable.

Employees of the Town of Cheektowaga who exhibit symptoms of the communicable disease or are exposed to a known case of the communicable disease (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person) will not be charged with leave time for

testing. If an employee was not a direct contact of the communicable disease positive person (defined as a "secondary" or other contact), and chooses to get tested, they must do so on their own time.

Employees shall take accrued sick leave as necessary and required, with possible reimbursement for charged accruals in accordance with federal, state, or local orders in place during the communicable disease that is the subject of the public health emergency.

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 during the communicable disease that is the subject of the public health emergency.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Cheektowaga, and as such are not provided with paid leave time by the Town of Cheektowaga, 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 Cheektowaga to support contact tracing within the organization and may be shared with local public health officials.

Some departments maintain work schedules which will meet this need. Those departments that do not maintain this information shall use the attached Public Health Emergency Staff Contact Tracing Log. Department Heads will ensure daily completion of these logs and shall submit them weekly to the Town Supervisor's Office, which will maintain these logs on behalf of the Coordinator of Employee Relations. Those departments which maintain work schedules with detail meeting this need shall submit their work schedules to the Coordinator of Employee Relations upon request.

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 Cheektowaga'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, the Town of Cheektowaga will coordinate with the Erie County Department of Homeland Security and Emergency Services and/or the Erie County Department of Health to help identify and arrange for these housing needs. The Town Supervisor shall be the approval authority for any emergency lodging requests, with coordination of logistics addressed by the staff of the Town Supervisor's office.

Attachment 1: Public Health Emergency Staff Contact Tracing Log

Date:		
Name	Time In/Out	Location