

City of Olean

Epidemic / Pandemic Action Plan

The following is an action plan for the City of Olean to follow when deemed necessary to implement when dealing with an epidemic/pandemic.

1. Levels of Actions
2. Personnel, health Assessment and Education
3. Essential Services/Employees, remote working
4. City Offices and Community Center
5. Resources
6. Costs
7. Travel
8. Information
9. Personal Protective Equipment
10. Public Meetings
11. De-escalation of the Action Plan

1. Levels of Actions

The City of Olean needs to develop a process to activate levels of response to this public health issue. This will allow a coordinated effort and response by the City. Determination of the level of action will be made by the Mayor or City Official.

Level 1: Active monitoring:

No active cases in Cattaraugus County

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to City residents, employees, and board members
- Continue to monitor communication with Cattaraugus County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events

Level 2: Containment

Active cases identified in Cattaraugus County

- Increase disinfection process at all City facilities
- Develop contingency plans and review business continuation plans
- Continue all level 1 activities

Level 3: Mitigation

Confirmed cases among employees, board members and staff

- Potentially cancel City events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas
- Communications to Community and Employees

2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the City of Olean.

We encourage all to practice the following healthy behaviors:

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.

Employees are to submit their health assessment each day prior to the work shift beginning. Answer each question and take/record their temperature and initial calendar for each day (attached).

Employees should notify their supervisor and not report to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. The City may require additional assessments be taken, such as, but not limited to, Covid-19 test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health Department.

The City will follow FMLA, pandemic and CBA polices that permit employees to stay home to care for sick family members.

The City may pay all employees COVID-19 sick time for any COVID-19 work related illness. This may not be counted against the employee's sick time. This is per management's approval. For any COVID-19 illness that isn't related to workplace exposure, the time used will be deducted from the employees accrued benefit time.

Education

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Advise employees before traveling to take certain steps:

- Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country or state to which you will travel. Specific travel information for travelers going and returning can be found on the CDC website.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consular officer can help locate healthcare services.
- Remote working: The City will provide non-essential and essential employees the necessary equipment to work remotely when needed. The City will determine schedules for departments/employees as necessary (who is in the office and working remotely).

3. Essential Services for the City of Olean:

The City has identified essential/non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via City issued devices. However, the City will devise a staggered work schedule for Police, Fire and DPW to limit the number of employees in direct contact. This change will be made to meet the needs of each department and within the parameters of each CBA. The DPW crew can work in separate crews and the City Offices can stagger shifts and workdays to minimize contact between employees.

Essential services provided by city operations may vary based on severity of outbreak.

Essential employees identified:

All Fulltime employees

Non-Essential employees identified:

Non-essential employees may vary and will be identified by the Mayor based on the severity of the outbreak and level of services needed.

4. Modify City Office and Community Center Schedules

The City will evaluate the City offices and facilities and determine whether to open based on the current level of regional active cases.

5. Resources

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Cattaraugus County Department of Health

6. Costs

The City of Olean will track costs throughout this event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

- 7. Travel:** Employees will follow the State guidelines for traveling and adhere by the recommendations.
- 8. Information:** Call the Cattaraugus County Emergency Operations Center at 716-938-9119 or 716-938-2265 from 9AM to 7PM daily with NON-EMERGENCY questions about pandemic response, Cattaraugus County status, and related topics.
- 9. Personal Protective Equipment:** The City will provide PPE for all employees and keep them in a properly stored environment. The City will follow CDC, State and County guidelines on mandating employees wear the appropriate PPE.
- 10. Public Meetings:** The City will follow the Governor's guidelines on holding public meetings.
- 11. De-escalation of the Action Plan**

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The City needs to remain in contact with NYS Department of Health and Cattaraugus County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.