

VILLAGE OF SCARSDALE COVID-19 REOPENING SAFETY PLAN

In response to the COVID-19 pandemic, and in adherence to the Governor’s various and applicable Executive Orders, the Village of Scarsdale enacted temporary emergency measures to limit and/or modify spending and operations focused on essential services relative to COVID-19 and the health, safety, and welfare of the public and Village employees. As priorities and services are currently shifting to a phased reopening on a regional basis through New York State mandated protocols, the Village is implementing this reopening safety plan to maintain a healthy workplace for our employees and the public doing business with the Village, while preventing the spread of the virus within the community. The Village needs the cooperation of our employees to advance this objective.

The purpose of this reopening plan is to provide guidance and to establish modified processes and procedures in response to COVID-19 and the Governor’s reopening plan, and in furtherance of the Village’s continued seamless and effective operations and customer services.

I. EMPLOYEES, VISITORS, AND PUBLIC INTERACTIONS

A. Physical Distancing. To ensure employees comply with physical distancing requirements, the Village shall do the following:

1. Ensure six feet (6’) distance between employees, unless safety or core function of the work activities requires shorter distance. Any time employees are less than six feet (6’) apart from one another, employees must wear acceptable face coverings.
2. Tightly confined spaces will be occupied by only one individual at a time.
 - a. Elevators shall only allow for single occupancy, unless occupants are from the same household.
 - b. Kitchens, coffee areas, bathrooms, locker rooms, applicable small office spaces precluding six feet (6’) distance, and vehicles will all be for single occupancy use.
3. Wherever individuals may be waiting, six feet (6’) distance markers will be placed to allow for proper social distancing. These areas include, but are not limited to, outside of bathrooms, copy machines, elevators, water coolers, kitchens and coffee areas, health screening areas, and wherever the public is lined or queued (such as windows or counters).
4. **Gatherings.** Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. If an in-person meeting is essential to complete a task, such meeting shall be had with all parties six feet (6’) apart from one another, in

- an open, well-ventilated space. If appropriate social distance cannot be maintained, all individuals shall wear face coverings.
- a. Department Heads are responsible for ensuring their staff has the equipment and training needed to participate in telephonic and electronic meetings. The Information Technology Department will support these additional needs.
5. **Deliveries.** Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible. Each Village location will have a single area designated for pick-ups and deliveries and signage shall be placed on the front of each building directing deliveries to said location.
6. **When social distancing cannot be maintained.** Implement the following in small spaces and situations that do not allow for appropriate social distancing, such as visitors at the counter and windows:
- a. Delivery of services through alternate means (e.g. telephone or internet);
 - b. Delivery of in-person services by appointment;
 - c. Only allow for one person at the counter at a time, two if the counter length allows for six feet (6') of distance both for the public and employees or if barriers are in place;
 - d. Installation of physical barriers between public and staff (e.g. Plexiglass);
 - e. Providing appropriate personal protective equipment to employees and the public;
 - f. Daily cleaning and frequent cleaning of common areas and high touch surfaces, such as counters; and
 - g. Providing hand sanitizing products at workspaces and in public areas for employees and the public when soap and water is not readily available.

II. PLACES

- A. Personal Protective Equipment (PPE).** To ensure employees comply with protective equipment requirements, the following is provided:
1. **Face coverings.** The Village will provide employees and essential visitors with an acceptable face covering at no-cost to the employee and have an adequate supply of replacement face coverings.

- a. Supply. The Village will need one disposable mask per employee, per day. At 100% staffing, the Village will need approximately 1,500 masks weekly for employees and visitors who arrive at Village Hall without a face covering. The Village will also have a supply of reusable face coverings for staff members. The Department of Public works will oversee the Village's inventory of face coverings and procure face coverings by placing orders with known vendors as needed.
 - b. Guidelines for Use. Employees and visitors will abide by the following guidelines related to face coverings:
 - i. A new disposable face coverings is to be worn daily, and reusable face coverings will be cleaned daily by employees according to the instructions which accompanied the face coverings;
 - ii. Face coverings shall be worn in common areas and when traveling around Village facilities, including but not limited to hallways, stairwells and lobbies;
 - iii. Face coverings may not be shared;
 - iv. Employees and visitors can choose to wear their own face coverings;
 - v. Face coverings must cover the individual's nose and mouth; and
 - vi. Soiled face coverings shall be disposed of in the trash receptacle adjacent to each work station, or in public areas, as per CDC guidance, and a new face covering shall be put on immediately.
2. **Gloves.** Limit the sharing of objects and discourage touching of shared surfaces. When in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or sanitize or wash hands before and after contact. Gloves shall be disposed of in the trash receptacle adjacent to each work station, or in public areas, as per CDC guidance. The Department of Public Works will oversee the inventory of these items and place orders as needed.
 3. **Other PPE.** The Village will provide other PPE, such as goggles, gowns and face shields as needed. The Department of Public Works will oversee the inventory of these items and place orders as needed.

B. Hygiene and Cleaning. To ensure adequate hygiene and cleaning protocols, the following is provided:

1. Personal Preventative Measures. All employees and visitors are encouraged to familiarize themselves with the CDC guidelines for preventing transmission of the COVID-19 virus: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- a. While at work, employees shall abide by the following cleaning and hygiene protocols, visitors are encouraged to follow the same protocols for the health and safety of all:
 - i. Do not report to any Village facility when sick.
 - ii. Follow proper hand hygiene:
 - 1. Frequently wash hands with soap and water for at least 20 seconds;
 - 2. When soap and water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol;
 - 3. Always wash hands that are visibly soiled;
 - 4. Always wash hands after sneezing or coughing into them, and after blowing your nose;
 - 5. Always wash hands after using the bathroom;
 - 6. Always wash hands before and after eating; and
 - 7. Always wash hands after touching high contact areas/items.
 - iii. Avoid directly touching “high contact areas” when possible, such as doors, buttons, and handles. Either use paper towels or take other means to avoid direct contact, or be sure to wash your hands with soap and water or use the hand sanitizer after touching high contact areas. Where applicable, use the Village installed foot pedals located at the bottom of the doors.
 - iv. Practice social distancing of 6 feet from others at all times in the workplace, which includes in Village facilities and in the field, and wear a face covering and other necessary PPE when social distancing cannot be maintained.
 - v. Avoid touching your eyes, nose and mouth, especially with unwashed hands.
 - vi. Sneeze or cough into a tissue, or your elbow if a tissue is not available.

- vii. Avoid shaking hands.
- viii. Do not share food.
- ix. Disinfect individual work areas and devices frequently throughout the day with disinfectant wipes or spray. This includes, but is not limited to, telephones, computers, computer mouses, desks, armrests, countertops, cellphones, laptops, and work vehicles.
- x. Employees shall wipe down high touch items in bathrooms, such as faucet, light switches and handles before and after each use. Bathrooms shall be supplied with disinfectant wipes and spray.
- xi. The Village reserves the right to engage in any other preventative measures, including, but not limited to, assessing employees who report to the workplace for COVID-19 throughout the workday (including, but not limited to, temperature checks), and sending employees home who appear to have symptoms of COVID-19.

2. Cleaning and Disinfecting.

- a. The Village will adhere to hygiene and sanitation requirements from the Center of Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs at each of the Village sites that documents the date, time and scope of cleaning.
- b. The Village will provide and maintain hand hygiene stations for employees, including handwashing stations with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
 - i. During all cleanings (throughout the day, daily, and weekly) handwashing stations and bathrooms will be checked to ensure they are stocked with soap and water,
 - ii. All work stations will be supplied with hand sanitizer, and
 - iii. Common areas will be stocked with hand sanitizers.

- c. The Village shall conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed. The Village has adopted a protocols containing the following:
 - i. When cleaning and disinfecting buildings, the following guidance documents shall be used:
 1. https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf
 2. https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
 - ii. All Village facilities will be cleaned daily;
 - iii. All Village facilities will be fogged with an EPA approved disinfectant on a weekly basis, or more frequently as needed;
 - iv. On-site cleaners will clean common areas and high touch surfaces (such as bathrooms, countertops, hand rails, elevator buttons, etc.) frequently throughout the work day;
 - v. Each employee shall disinfect their workspace (including computer, phone, desk, and Village vehicle) daily. The Village will supply the cleaning products; and
 - vi. Village “pool” cars shall be cleaned between shifts by the occupants.

C. Communication. To ensure compliance with communication requirements, the Village shall:

1. Post signage in Village facilities related to COVID-19 protocols throughout Village facilities to remind employees and visitors to adhere to proper hygiene, social distancing, appropriate use of PPE, and cleaning and disinfecting protocols. Some of the places this signage will be posted are:
 - a. Entrances,
 - b. Counters,
 - c. Bathrooms,
 - d. Breakrooms/Lunchrooms,
 - e. Coffee areas, and
 - f. Locker rooms.

2. Provide updated information related to COVID-19 to employees and the public through the following means:
 - a. To the public- a link has been posted on Village website with information related to COVID-19. The Village will post this plan on the website, as well as continue to post updated information related to COVID-19.
 - b. To employees- the same link with information related to COVID-19 has been posted on the Village's employee intranet, along with this plan and an updated COVID-19 policy.
3. **Contact Tracing.** The Village will maintain a continuous log of every person, including employees and visitors, who may have close contact with other individuals at any Village facility; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
 - a. Employees and Visitors shall keep a continuous log of those individuals that they came within 6 feet of and the date of said contact, and if possible shall also keep the contact information for said person.
4. **Employees with a Positive Test Result.** If an employee tests positive for COVID-19, the Village Human Resources Director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification or potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law regulations.

III. PROCESS

- A. **Screening of Employees.** The Village shall implement mandatory health screening assessment before employees begin work each day, asking about: (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 cases in past 14 days.

1. Health Screening Assessment

- a. The Human Resource Director will be responsible for daily collection, reviewed, and documentation of employee health screening assessments.
- b. Each employee will receive a text message with COVID-19 related health screening questions before their shift.

- i. If they answer no to all of the questions, the employee will be directed to report to work.
- ii. If they answer yes to any of the questions, the employee will be directed not to report to work and contact their supervisor. The Human Resource Director will be notified by the system of the employees response for appropriate action.

B. Screening of Visitors. The Village will perform health screening assessments of all visitors before they may enter a Village facility. This assessment will consist of a questionnaire and temperature check.

1. A mask, shield and gloves shall be worn by the employees performing the health assessment and a mask will be provided to the visitor prior to the assessment.
2. Visitors will be asked for their contact information and health screening questions about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 cases in past 14 days.
 - a. If they answer no to all the questions, they will be directed to perform a temperature check; and
 - b. If they answer yes to any of the questions, they will not be permitted to enter the Village facility.
3. Any visitor with a temperature above 100.4 F will not be permitted to enter a Village facility and will be asked to contact their health care provider for further direction.
4. **Contact Tracing Log.** Visitors' names, contact information, and a record of the health screening assessment will be recorded in a contact tracing log. This log will be available over the Village's intranet for employees to enter themselves as close contacts of visitors.

C. Disinfection of Contaminated Areas and Contact Tracing. The Village shall implement the following in the event of a positive COVID-19 case:

1. The employee's work space and other impacted areas will be treated as follows:
 - a. The Superintendent of Public Works will be notified,

- b. The area will be closed off for a 24-hour period with notification using signage,
 - c. The area will be ventilated to the outside the 24-hour period by opening windows and doors, and
 - d. After 24-hours the areas shall be cleaned and disinfected with cleaning products known to be effective against COVID-19, by staff wearing appropriate PPE, HVAC systems shall be turned off during vacuuming.
2. The Human Resource Director will interview the employee who has tested positive to determine what individuals were close contacts of the employee. Then the Human Resource Director will notify individuals who were identified as close contacts while maintaining the privacy of the employee who tested positive.

IV. OTHER

A. Departmental Information. Due to the close quarters and shared spaces in the Village Hall administrative offices and the staffing limitations as set forth in Governor Cuomo's Executive Orders, the Village will stagger schedules and change the means by which we deliver services in order to ensure social distancing between employees amongst themselves and the public, and to reduce exposure should someone fall ill.

1. Assessor's Office

- a. Schedule – During the month of June, the Village Assessor and two administrative employees will report to Village Hall and the part time Deputy Assessor will work remotely. The staffing schedule will be reevaluated in July. Staff schedules will be determined by the Village Assessor.
- b. Services–
 - i. Requests for Information (e.g. at the "Counter"): all requests for assessment information including, property cards, tax maps, etc. are being satisfied via the Village Clerk's office.
 - ii. Meetings with Taxpayers: By appointment only via Zoom or telephone.
 - iii. Grievance Applications: Received via mail, Grievance Drop Box located in front of Village Hall or by email at grievance@scarsdale.com
 - iv. Board of Assessment Review: By appointment only via Zoom
 - v. Board of Assessment Review (after Grievance Day): The BAR meets in executive session to review grievance applications. These meetings will be conducted via Zoom.

- vi. On-going inspections: From May through September 2020, in lieu of interior inspections for assessment review, photos will be taken by the property owner. This process will be reevaluated after September 2020.
- vii. SCAR and CERT Filing: Procedure will be developed by the Village Assessor. Meetings with tax representatives to discuss filings will take place via Zoom or telephone.

2. Building Department

- a. Schedule – The Building Inspector and Plan Reviewer will report to Village Hall Monday through Friday in separate offices. The two (2) Assistant Building Inspectors will alternate between field work and working from Village Hall. The Building Department shall have no more than 2 out of its 3 office assistants reporting to Village Hall. The office assistant not reporting to Village Hall will work remotely. Staff schedule will be determine by the Building Inspector.
- b. Services–
 - i. Field Inspection: Field inspections including plumbing inspections will be conducted on any new one (1) family dwelling, unoccupied dwellings and/or new construction where access is available to provide separation from the main dwelling. In addition, all exterior plumbing and exterior construction inspections will be conducted. If any work cannot be inspected due to lack of proper social distancing or the entering of an occupied dwelling is required, the Building Department will require a letter of certification from the design professional, architect or engineer of record for the project.
 - ii. Land Use Boards: The Building Department is accepting Board of Architectural Review, Committee of Historical Preservation, Building Permits, and other permit applications following modified procedures instituted in response to the COVID-19 pandemic. A link is provided below for instruction:
<https://www.scarsdale.com/DocumentCenter/View/6044/Building-Department---Permit-Process-Modifications>

3. Clerk's Office

- a. Schedule – The Clerk's Staff will be present in the office Monday through Friday as well as working remotely. The Clerk's staff shall have no more than 1 staff members reporting to Village Hall at a time. Those staff members not reporting to Village Hall will be working remotely. Staff schedule will be determine by the Village Clerk.

- b. Services – the public is encouraged to conduct business with the Clerk’s office remotely by phone, email, or dropbox located in the front of Village Hall.
 - i. Notaries: For as long as permitted, Notaries could still be arranged via Zoom, as they continue to be as of this date. If this permission expires, the office encourages the public to make an appointment before coming to Village Hall for this service.
 - ii. Marriage Licenses: For as long as permitted, marriage licenses could still be permitted via Zoom, as they continue to be as of this date. If this permission expires, the Clerk’s office shall require appointments for in-person requests and shall not be done in the current “marriage room” as there is no possibility for social distancing. Marriage licenses will be done “over the counter” with the Plexiglass barrier in place.
 - iii. Handicap Permits: Applications may be received via fax, email or regular mail. Handicap permits will be mailed to the applicant at their home address.
 - iv. Dog Licenses: Dog license applications may also be mailed to the office with check and paperwork mailed back to the dog owner at their home address.
 - v. Parking Permits: Parking permit applications will be available on the Village’s website and will be submitted by mail or dropbox located in front of Village Hall when the sales date becomes open in September.
 - vi. Death Certificates/Transcripts: Death certificates and request for transcripts may be handled via the dropbox and via mail.
 - vii. FOIL Submittals: FOIL applications may be downloaded from the Village’s website, or input directly through the website, and may be processed by mail, fax, or email submission. In most cases, FOIL may be filled electronically.
4. **Court Office** - The Court’s Staff will be present in the office Monday through Friday as well as working remotely. The Court’s staff shall have no more than 2 staff members reporting to Village Hall at a time. Those staff members not reporting to Village Hall will be working remotely. Staff schedule will be determine by the Court Clerk.
5. **Human Resources** – The Human Resources Director will work remotely. The administrative staff member will report to Village Hall three (3) days per week, and work remotely two (2) days per week. Staff schedule will be determined by the Human Resources Director.

6. **Information Technology** – The Information Technology Director and Network Support Specialist will alternate days reporting to Village Hall and working remotely. Staff schedule will be determined by the Information Technology Director.
7. **Law Department** – The Deputy Village Attorney will report to Village Hall 2 days per week and work remotely three (3) days per week. Staff schedule will be determined by the Village Manager
8. **Library**
 - a. Schedule– No more than five (5) staff members shall report to the Library Loft at any one time:
 - i. One (1) custodian
 - ii. Library Director, Assistant Director and Business Manager – 1 will report to work and 2 will work from home.
 - iii. Three (3) out of six (6) clerks will work at one time.
 - iv. Eight (8) librarians will continue to work from home.
 - v. Staff schedule will be determined by the Library Director.
 - b. Services – There will be no contact with the public. Contactless pickup will be outside the building, with time slots/appointments to reduce public interaction as well.
9. **Manager’s Office** – The Village Manager, Deputy Village Manager, Assistant Village Manager and Assistant to the Village Manager will report to Village Hall throughout the work week. The two administrative employees will alternate the days they report to work. The days staff members will not report to Village Hall they will work remotely. Staff schedule will be determined by the Village Manager.
10. **Parks, Recreation and Conservation**
 - a. Schedule–
 - i. Administrative Staff- The PRC staff will be present in Village Hall Monday through Friday, as well as working remotely. The PRC shall have no more than 3 out of its 7 employees reporting to Village Hall at the same time. Those staff members not reporting to Village Hall will be working off-site or remotely. Staff schedules will be determine by the Parks, Recreation and Conservation Superintendent.
 - ii. Field Employees- Staff schedule will be determined by the Parks, Recreation and Conservation Superintendent.

11. **Planning Department** – The Village Planner and administrative staff member will alternate their time reporting to Village Hall and working remotely throughout the work week, with no more than one of them reporting to Village Hall at a time. Staff schedule shall be determined by the Village Planner.

12. **Public Safety**

a. Schedule–

- i. Police Department will continue its normal tours/schedules
- ii. Fire Department will continue its normal tours/schedules
- iii. Records Room Staff – No more than two (2) out of the three (3) full time administrative employees will report to the Records Room at a time. When not reporting to the Records Room, the administrative employees will work remotely. The Police and Fire Chiefs shall set the schedules of the records room employees.

13. **Department of Public Works**

a. Schedule–

- i. Administrative Staff– The Superintendent of Public Works and the Assistant Superintendent of Public Works will report to Village Hall Monday through Friday. The administrative staff member will alternate days he/she reports to Village Hall. The days the staff member will not report to Village Hall he/she will work remotely. Staff schedule will be determined by the Superintendent of Public Works.
- ii. Sanitation, Highway, Central Garage and Facilities Maintenance- Staff schedule will be determined by the Superintendent of Public Works.
- iii. Engineering– All full time Engineering staff will report to Village Hall throughout the work week, and the part time Code Enforcement Officer (CEO) will report to Village Hall two and a half (2.5) days per week. The CEO will spend the days in the field, with office hours predominantly limited to checking in and out. Staff schedule will be determined by the Village Engineer.

14. **Treasurer’s Office** - The Treasurer’s Office staff will be present in Village Hall Monday through Friday, as well as working remotely. The Treasurer’s Office shall have no more than 5 of its 6 staff members reporting to Village Hall at a time. Those staff members not reporting to Village Hall will be working remotely. Staff schedules will be determined by the Village Treasurer.

15. Water Department

- a. Schedule–
 - i. Administrative Staff – The Superintendent of Water and the Water Department’s administrative employee will alternate their time reporting to Village Hall and working remotely throughout the work week, with no more than one of them reporting to Village Hall at a time. Staff schedule will be determined by the Water Superintendent.
 - ii. Field Employees- Staff schedule will be determined by the Water Superintendent.

Staying up to date on industry-specific guidance:

To ensure the Village stays up to date on the guidance that is being issued by the state, it shall consult the NY Forward website at forward.ny.gov and applicable Executive Orders at [governor.ny.gov/executive orders](http://governor.ny.gov/executive-orders) on a periodic basis or whenever notified of the availability of new guidance.