

# Communicable Disease Plan for the Arlington Fire District During a Declared Public Health Emergency



June 07, 2021

## Promulgation

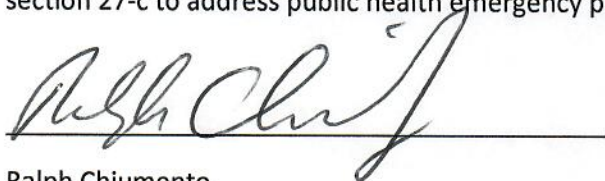
This plan has been developed in accordance with NYS legislation S8617B/A10832 and with the amended New York State Labor Law section 27-c.

Arlington Professional Firefighters Association IAFF Local 2393 has had the opportunity to review and make recommendations 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 District, as represented by the signature of the authorized individual below.

As the authorized official of the Arlington Fire District, 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 to address public health emergency planning requirements.

A handwritten signature in black ink, appearing to read "Ralph Chiumento", is written over a solid horizontal line.

Ralph Chiumento

Chairman of the Board of Fire Commissioners

June 07, 2021

# 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. 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 Arlington Fire District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

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

The health and safety of our employees and contractors is crucial to maintaining our mission-essential operations. We encourage all employees and contractors to use current New York State Department of Health (NYSDOH) and Centers for Disease control (CDC) guidelines for keeping workplaces safe.

### 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 Chief of the Arlington Fire District, 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 Chief.

Upon the determination of implementing this plan by the Board of Fire Commissioners, the District will post this plan to the public portion of the District's website and members of the Arlington Fire District shall be notified by email with the details of the plan, and with information and updates provided on a regular basis.

The Arlington Fire District will communicate by email and phone with outside vendors, contractors, services, departments, and agencies as necessary to provide notification of pertinent operational changes. District personnel will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chief of the Arlington Fire District, 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 Chief of the Arlington Fire District, 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 Arlington Fire District 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 and members, 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 Arlington Fire District

The Arlington Fire District 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 and members, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

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

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

The mission essential functions for the Arlington Fire District have been identified as:

Essential Function	Position	Description	Priority
District Governance	Board of Fire Commissioners	Top governing body of the District	2
District Administration	Chief	Top administrator and commanding officer of the District	1
District Administrative Support	District Secretary	Secretary for District administration	2
EMS Bureau Administration	Director of EMS	Top administrator and commanding officer of the EMS Bureau Section	1
EMS Administrative Support	EMS Secretary	Secretary for EMS Bureau Section	2
Fire Prevention and Investigation	Fire Prevention Officer, Fire Investigators	Career supervisor and personnel performing fire investigations	2
Personnel Training	Municipal Training Officers	District-wide operations level training	2
District Vehicle Maintenance and Repair	Master Mechanic, Mechanics	Fleet maintenance and repair	1
Firefighting, EMS, Rescue, and Special Operations Supervision	Career Officers: Battalion Chiefs, Captains, and Lieutenants	Supervision of operations staff	1
Firefighting, EMS, Rescue, and Special Operations	Career Personnel: Firefighter/Paramedic/EMT	Perform Firefighting, EMS, Rescue, and Special Operations activities	1
Light Duty Personnel	Career Personnel: Firefighter/Paramedic/EMT	Perform station duties as assigned	2
Volunteer Membership Firefighting, EMS, and Rescue Supervision	Volunteer Officers: Assistant Chief, Captain, Lieutenant	Supervision of volunteer level operations members	2
Volunteer Membership Firefighting, EMS and Rescue	Volunteer Members: Firefighter/EMT	Volunteer Members who perform Firefighting, EMS, and Rescue activities	2
Human Resource Management	Personnel Administrator	District Human Resources administrator with oversight of Business Office	2
Accounting	Bookkeeper	District billing and accounts receivable	2
Purchasing	Account Clerk	District purchasing and payment	2

## 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 Titles	Justification for on-site staffing
District Administration	Chief	Perform administrative and operational functions of the Fire District
District Administrative Support	District Secretary	Provide administrative support to the Board of Fire Commissioners and District Administration
EMS Administration	Director of EMS	Perform administrative and EMS operational functions within the Fire District
EMS Administrative Support	EMS Secretary	Provide administrative support to the EMS Bureau
Fire Prevention and Investigation	Fire Prevention Officer, Fire Investigators	Performing fire investigations
District Vehicle Maintenance and Repair	Master Mechanic, Mechanics	Perform fleet maintenance, fueling and repair
Firefighting, EMS, Rescue, and Special Operations Supervision	Career Officers: Battalion Chiefs, Captains, and Lieutenants	Provide supervision of and operational support to career members
Firefighting, EMS, Rescue, and Special Operations	Career Personnel: Firefighter/Paramedic/EMT	Perform Firefighting, EMS, Rescue, and Special Operations activities
Volunteer Membership Firefighting, EMS, and Rescue Supervision	Volunteer Officers: Assistant Chief, Captain, Lieutenant	Supervision of volunteer level operations members
Volunteer Membership Firefighting, EMS, and Rescue	Volunteer Members: Firefighter/EMT	Volunteer Members who perform Firefighting, EMS, and Rescue activities
Human Resource Management	Personnel Administrator	Provides oversight for all business office operations and employee & labor relations. In addition, monitor and ensure legal compliance with applicable Federal, State and Local Laws.
Accounting	Bookkeeper	Perform billing, payroll, accounts receivable and accounts payable functions and reconciliations
Purchasing	Account Clerk	Perform financial reporting, payroll, general ledger entries, and recording of payments and adjustments



## Reducing Risk through Remote Work and Modified Shifts

Certain staff may work remotely and/or stagger work shifts to decrease station personnel density, reduce potential contact at stations, and thereby limit potential exposure.

### Remote Work Protocols for Administrative Personnel

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Additionally, essential personnel may work remotely when feasible to reduce risk.

The Chief, Director of EMS and Personnel Administrator have the capacity for remote work should the need arise by using secure networking to District servers, mobile telephony, and video conferencing technology.

The Chief, Director of EMS and Personnel Administrator are responsible for supervising administrative support and office personnel. They will identify opportunities for administrative support and office personnel to work remotely and modify, monitor, evaluate, and if necessary re-modify such responsibilities. Such personnel have limited access to District servers by secure networking, and will use mobile telephony and video conferencing technology to support their modified schedule. Administrative support and office personnel will work directly with the Chief, Director of EMS and Personnel Administrator if there is a need to procure, distribute, download and/or install any needed devices or technology.

### Modified Shifts for Administrative Personnel

Should remote work not be possible, administrative support and office personnel can work modified shifts so as to reduce station personnel density and contact. Modified shifts include but are not limited to: longer hours per day with fewer days per week, staggered shifts, combinations of remote and on-site work shifts, etcetera. The options available to such staff are based on the current environment, needs of the District, available technology, and employee capabilities.

### On-Site Work

When employees must work on-site, they will follow the current infection control plan and any additional directives of the Chief. Should outside contractors need to work at any AFD location, they may do so with approval by the Chief or his delegate, and will follow the infection control procedures posted at the station.

### Modified Work Locations

Based on the severity of a declared public health emergency, in an effort to reduce the risk of exposure by contact, the Chief may elect to limit or temporarily suspend public access to District stations. Additionally, the Chief may temporarily restrict movement of essential employees among stations in an effort to reduce employee contact.

### Modified Work Activity

Based on the severity of a declared public health emergency and in an effort to reduce the risk of exposure by contact, the Chief may elect to limit, temporarily suspend, or modify District activity including but not limited to: volunteer responses to emergencies, District / Company / Union meetings, training, volunteer and/or off-duty personnel in the stations, and movement of on-duty personnel in the community.

Only specifically identified personnel will be able to move among the stations to deliver equipment and supplies. Such personnel will utilize appropriate PPE while at a station, deliver items in closed and decontaminated containers, deliver items to specifically identified and restricted locations at a station, and not physically interact with personnel unless following published guidelines to do so.

In order for District mechanics to fuel or work on apparatus, employees will move the apparatus outside of the station, decontaminate touch surfaces, and then egress to the station to allow District mechanics access. On completion of work, District mechanics will decontaminate touch surfaces and egress to allow employees access to apparatus.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the contamination or spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE will conform to all applicable Federal, State, and local regulations, and includes but is not limited to the following items:

- Surgical Masks and Respiratory Protection
- Face Shields and Eye Protection
- Single Use Exam Gloves
- Tyvek™ or equivalent suits / gowns
- Hand Sanitizing Solution
- Self Contained Breathing Apparatus (SCBA), hood, helmet, turnout coat, bunker pants, gloves, boots

While cleaning supplies are not PPE, there is a related need for a variety of supplies used to clean, decontaminate, disinfect, and sanitize surfaces in the stations, offices, apparatus, gear, equipment, tools and materials, including hand soap and hand sanitizer. In a pandemic, supply chains may not be able to keep up with increased demand. 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.

Administrative support and office personnel, under direction from the Chief and Director of EMS, will procure and maintain PPE and cleaning supplies for immediate use and with a six-month stockpile in a secure and climate controlled environment. Such personnel will make PPE and supplies available at each station and with a sub-stock available for disbursement by Career Officers when needed. The District will utilize a variety of vendors in the event any one vendor is unable to meet the supply requests of the District. The Director of EMS will monitor PPE supply, usage rates, procurement rates, and make modifications based on current data.

PPE use is based on job duty and work location. All employees will follow current Federal, State and local policies and guidelines for use, based on the type of agent, vector, route of entry, virulence, communicability, job duty and duration, and any other applicable factors including manufacturer's recommendations. The District will notify employees when any specific PPE utilization, donning/doffing procedure, or cleaning/disinfecting is required based on the above criteria.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

The Arlington Fire District has a strong commitment to the safety and welfare of its members. While our staff is trained in appropriate preventative measures, exposure to various pathogens is still an ever present threat. The District utilizes specific exposure protocols and treatment regimens based on the presumed pathogen involved, if known, the presence of identified symptoms and/or by laboratory testing.

- A. When an employee identifies an actual or potential exposure, the employee will:
  - a. If on-duty:
    - i. Notify an officer, be taken out of duty and quarantine / isolate if necessary
    - ii. Seek appropriate medical attention and testing if necessary
    - iii. Complete an exposure report and forward it to the Chief
    - iv. Follow up with their physician and/or one of the District's Occupational Healthcare Providers as necessary to return to work
  - b. If off-duty:
    - i. Quarantine / isolate if necessary
    - ii. Seek appropriate medical attention and testing if necessary
    - iii. Follow up with their physician and/or one of the District's Occupational Healthcare Providers as necessary to return to work
- B. When another healthcare provider identifies an actual or potential exposure of a District employee to the District's Infection Control Officer:
  - a. The Chief or Director of EMS will immediately notify the employee
  - b. The employee will begin the process as if s/he had identified the exposure
- C. An employee out of duty for an exposure may return to duty when cleared to do so. The authority to clear an employee may come from the employee's physician, the District's Occupational Healthcare Provider, or the District Chief based on the circumstances and type of exposure.
- D. The District will follow current Federal, State, and local regulations and guidelines for treatment, testing, reporting and follow-up care.
- E. The Chief, Director of EMS and the Personnel Administrator are responsible in ensuring the adherence to Federal, State, and local regulations, guidelines, reporting and procedures.

### Cleaning and Disinfecting

The Arlington Fire District will follow Federal, State, and local regulations and guidelines in order to routinely clean, decontaminate, and disinfect common / touch surfaces, equipment, apparatus, areas and stations. Routine schedules may be adjusted based on current guidance from Federal, State, and local sources.

1. Employees and contractors will clean their own workspaces based on set routines, with schedules supervised by officers and/or supervisors.
2. Employees tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned first before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the pathogen in question and which are appropriate for that surface.
5. Employees will follow manufacturer's instructions to ensure safe and effective use of the products.

6. Should an employee leave work for a suspected exposure relevant to the declared public health emergency, the employee's work area and work items will be immediately cleaned and decontaminated according to published guidelines.
7. In so much as possible, the District will use disposable patient care equipment that will not require cleaning / disinfecting.
8. Contaminated or potentially contaminated disposable equipment, PPE, or materials used to clean and decontaminate infected or potentially infected items will be collected in red bio-hazardous waste bags and stored in specifically designated locking bio-hazardous waste receptacles at each station. Specifically identified District personnel will collect the bio-hazardous waste bags and package them for pickup and disposal by an approved, federally regulated commercial bio-hazardous waste disposal company.

## Documentation of Work Hours and Locations

The Arlington Fire District utilizes an electronic staff scheduling software that tracks employee work hours and locations. Additionally, the District utilizes two separate electronic software systems that track employee apparatus and alarm assignments for both fire and EMS alarms. The District also tracks employee attendance at any trainings or meetings by sign in per location, time, and event. If necessary, the District will be able to provide contact tracing within the organization to share with public health officials. Career Officers are responsible for entering, validating, and checking such data daily.

During declared public health emergencies the District will follow all applicable federal, state, and local guidelines for meetings. The District will utilize electronic video conferencing for meetings that cannot be delayed or rescheduled, and to maintain the continuity of operations. The District will also use other acceptable forms of meeting where applicable, such as telephony, conference calling, and the like. District administration is responsible for organizing, recording, and providing an appropriate method of meeting.

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Arlington Fire District 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 Arlington Fire District will not be charged with leave time for testing. Additionally, the Arlington Fire District will provide paid administrative leave for employees based on Federal, State, County, and Town guidelines, and recommendations.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, the Family Medical Leave Act (FMLA), executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Arlington Fire District, and as such are not provided with paid leave time by the Arlington Fire District, unless required by law.

## Housing for Essential Employees

It is not feasible for the Arlington Fire District to lodge employees during a declared public health emergency. In the event it is prudent or necessary for employees to do so, in order to help prevent a spread or to protect themselves from potential exposures, it is the responsibility of the employee to follow all Federal, State, and local guidelines for contact.

# Arlington Professional Firefighters Local 2393

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Joseph D. Tarquinio Jr.  
*President*

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Christopher Rinck  
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*Treasurer*

June 9, 2021

Chief Steenbergh  
Arlington Fire District

Re: Municipal Emergency Health Plan

Chief Steenbergh,

This letter is to inform you that we have read and reviewed the Municipal Emergency Health Plan sent to us on April 26, 2021. Based upon our review we have no objections to the proposed plan.

Sincerely,

Joseph D. Tarquinio  
President  
Arlington Professional Fire Fighters Association  
IAFF Local 2393