

# **Continuity of Operations Plan For a State Disaster Emergency Involving a Communicable Disease**

## Purpose

To ensure the continuation of services provided by Mohawk Valley Community College (MVCC) and the health and safety of the public sector workforce, each New York State agency and authority must prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

Applicable agencies and authorities must post finalized plans by April 1, 2021 in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or internet website.

## Individual(s) Responsible for Maintaining this Plan

Alen Smajic  
Executive Director of Marketing and Communications  
asmajic@mvcc.edu  
315-792-5330

Crystal Marceau  
Executive Director of Human Resources  
cmarceau@mvcc.edu  
315-792-5636

## Date of Posting

April 1, 2021

## Statutory Elements of the Plan

- A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.
  - "Essential" shall refer to a designation made by the employer that an employee is required to be physically present at a worksite to perform their job. Such designation may be changed at any time in the sole discretion of the employer.
- A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.
  - "Non-essential" shall refer to a designation made by the employer that an employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.
- A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for

storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

- A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
- A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.
- A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Any other public health requirements determined by the New York State Department of Health (DOH) that are designed to reduce transmission of infectious diseases, such as face coverings, contact tracing, diagnostic testing, social distancing, hand and respiratory hygiene, and cleaning and disinfection protocols.

## A. Essential Personnel

An essential employee is defined as an MVCC employee or contractor who is required to be physically present at the work site to perform his or her job. MVCC President is responsible for final determinations as to which functions or employees are essential based on how the crisis is developing or present on campus. Such designation may be changed at any time in the sole discretion of the employer.

Below is a list of positions/functions at MVCC that may be deemed essential based on the above definition:

<b>Mission Essential Position</b>	<b>Description</b>
<b>Controller</b>	Oversees Business office procedures and personnel including other essential employees
<b>Payroll Manager</b>	To ensure bi-weekly payrolls are completed and checks printed on time
<b>Dean of Athletics</b>	Pool maintenance, chemical testing, etc.
<b>Dean of Student Life</b>	Oversees Dormitory Corporation
<b>Director of Facilities and Operations</b>	Building operations and management
<b>Director of Student Records and Registrar</b>	On campus a couple of days per week for student enrollment functions
<b>Assistant Director of Facilities and Operations</b>	Assist with building operations and management
<b>Assistant Director of Financial Aid</b>	On campus a couple of days a week for student enrollment functions

<b>Bursar</b>	Student billing and collection
<b>Financial Aid Advisor</b>	On campus a couple of days a week for student enrollment functions
<b>Manager of End-User Computing</b>	Maintenance of IT equipment and hardware on site
<b>Supervisor of Residence Hall Facilities</b>	Supervisor of dorms and cleaning
<b>Assistant Superintendent of Building and Grounds</b>	Supervises cleaning and disinfecting on both campuses
<b>Building Maintenance Mechanic</b>	Preserve buildings and grounds, provide cleaning services, provision of required energy resources
<b>Building Maintenance Worker</b>	Preserve buildings and grounds, provide cleaning services, provision of required energy resources
<b>College Services Associate (Records &amp; Registration)</b>	On campus a couple of days a week for student enrollment functions
<b>Custodian</b>	Cleaning and Disinfecting. There are three custodians located at the Rome Campus. One custodian works the first shift and the other two work the 2nd shifts. These shifts do overlap and is essential to the operation of Rome.
<b>Data Processing Clerk (Records &amp; Registration)</b>	Switchboard operator for student billing and collection
<b>Environmental Health &amp; Safety Officer</b>	Expertise and responsibilities relative to fire and environmental safety.
<b>HVAC Building Superintendent</b>	Maintains HVAC for buildings
<b>Labor Supervisor</b>	Maintains grounds
<b>Light Motor Equipment Operator</b>	Maintains grounds
<b>Office Specialist I (Admissions)</b>	On campus a couple of days a week to support student enrollment functions
<b>Office Specialist II (Admissions)</b>	On campus a couple of days a week to support student enrollment functions
<b>Principal Accounting Supervisor</b>	To manage the final completion of the overall process for A/P and Purchasing
<b>Public Safety Officer</b>	Campus safety and security
<b>Senior Account Clerk</b>	Student billing and collection
<b>Senior Building Maintenance Mechanic</b>	Maintains buildings and grounds
<b>Senior Custodian</b>	Cleaning and disinfecting
<b>Senior Offset Printing Machine Operator</b>	Maintains print shop for campus
<b>Senior Public Safety Officer</b>	Campus safety and security. One part-time position is located on the Rome campus and is essential to the safety and security of operations in Rome.
<b>Senior Public Safety Officer and Peace Officer</b>	Campus safety and security. Two of these positions are located on the Rome campus and are essential to the safety and security of the operations in Rome.
<b>Storekeeper</b>	Maintains inventory for cleaning and disinfecting
<b>Supervising Public Safety Officer and Peace Officer</b>	Campus safety and security
<b>Supervisor of Building Service</b>	Supervises cleaning and disinfecting

## B. Telecommuting

In the absence of a College-wide telecommuting program, MVCC will work within the confines of current labor management structures to determine the appropriateness of employee presence on campus, to include the possibility of assigning alternate work locations. Until a decision is made by the College about the nature and extent of the emergency, or a closure by the Governor, all employees should report to work as usual. Thereafter, management will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work and/or a physical work location.

By assigning certain staff to work remotely in whole or in part, and by staggering work shifts where possible, we can decrease density in our facilities and on transportation to and from facilities within Mohawk Valley Community College.

Non-essential employees and contractors, pursuant to New York Labor Law § 27-c, are those individuals who can perform their duties off-site. Non-essential employees and contractors will be enabled to perform their duties off-site to the greatest extent possible. Working remotely requires:

- Identification of staff who will work remotely in whole or in part;
- Approval and assignment of remote work;
- Equipping staff for remote work, which may include:
  - Internet capable laptop;
  - Necessary peripheral items dependent upon the job duties;
  - Access to VPN and/or secure drives;
  - Access to software and databases necessary to perform their duties such as Blackboard or other online learning system, Microsoft Office, One Drive, Word, Excel, PowerPoint, Teams, and SharePoint.
  - A solution for telephone communications;
    - Phone lines may need to be forwarded to off-site staff.
    - Some employees may choose to use their cell phones as their primary contact.
    - Phone system supports voicemail to email.

## C. Work Shifts/Schedules

MVCC will ensure that essential employees can continue to fulfill their work responsibilities within the confines of what is advisable by the WHO, CDC and/or required by NYS or its DOH. Management will identify opportunities for staggered or alternative shifts as a strategy of reducing density and limiting exposure. Considerations will be made, within the confines of collective bargaining agreements and civil service laws, rules or regulations, to modify working hours, shifts, and schedules in such a way that social distancing and other workplace safety protocols can be enforced. Until a decision is made by the College about the nature and extent of the emergency, or a closure by the Governor, all employees should report to work as usual. Thereafter, management will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work and/or a physical work location.

Guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all employees. We will ensure that appropriate physical and social distancing is followed for those physically present at work. These guidance documents include the following key elements:

- Employees required to physically report to the office may work with their supervisor on an individualized work schedule that will meet specific operating requirements and their personal needs. Subject to operating needs, an individualized work schedule can include:
  - Permitting essential employees to flex their schedules around available childcare, working some or all of their hours on evening and/or weekend shifts when alternate care options are available, dependent on operational needs.
  - Adjusting building access (hours and security) to support flex schedules.

- Office Social Distancing:
  - Evaluate and adjust its individual and community office space to comply with social distancing requirements.
  - Supervisors will monitor work schedules and limit occupancy in any enclosed space to in accordance with WHO, CDC and/or required by NYS or its DOH.
  - Physical partitions or other barriers may be installed where distancing between staff is not possible.

## D. Personal Protective Equipment

MVCC follows Infection Control Procedures in accordance with the Center for Disease Control and the New York State Department of Health in the development of all internal protocols and guidance relative to responding to communicable disease.

During a response to a communicable disease outbreak, procuring, distributing and inventory control will be centralized and prioritized. The Facilities department will coordinate these activities and supplies will be procured from well-established suppliers.

MVCC will ensure that there are adequate medical (general medical supplies, medications and PPE) and nonmedical (for implementation of CDC recommended infection control and biosafety measures; cleaning and disinfecting) supplies to cover a public health emergency. The College's supply is stored at pursuant to PPE storage requirements and is overseen and distributed by the Facilities department. For Facilities staff on the Utica campus, most of the inventory will be kept in the tool crib and is distributed by the Storekeeper upon request. For the Department of Public Safety staff on the Utica campus, all PPE is stored in their suite of offices and is available to the officers as needed on both the Utica and Rome campuses. PPE may be stored in another room designated by facilities and will be available to staff if there is a positive situation on campus and response is needed quickly. For Facilities and Public Safety staff on the Rome Campus, PPE inventory is maintained by the Assistant Superintendent of Buildings and Grounds who will distribute it as needed.

## E. Exposure Protocol

MVCC has created a series of procedures to ensure that all employees physically reporting to work are screened for infectious disease and that the results of the screenings are collected and instantly reviewed. These protocols follow all screening, testing, and tracing procedures as outlined in the applicable NYS DOH guidance, including instructions to employees on when to return home and when to return to work. Protocols are updated as circumstances change.

Employees who are physically reporting to work must complete the daily screening before reporting to the workplace. This includes employee's coming into the building only for a brief period.

Procedures have been developed to comply with directives from the Director of State Operations and Infrastructure memorandum, entitled, "[Employee Testing and Evaluation Protocols for COVID-19](#)," which includes cleaning and disinfecting protocols, as well as notification to health officials as required. MVCC also directs the daily thorough disinfection of any work area of any in person employee as well as any common area surface and shared equipment such employee may have touched including:

- Building and elevator lobbies
- Restrooms & drinking fountains
- Hallway light switches, turnstiles, and waste receptacles
- Building entrances, stairwell doors and handrails

The College will work cooperatively with the Oneida County Health Department and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for a communicable disease. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The

local health department and DOH will be notified immediately upon being informed of any positive communicable disease test result by someone on campus.

In the case of an employee or visitor testing positive, the local health department will be notified of all employees and visitors who entered the site dating back to 48 hours before the individual began experiencing communicable disease symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

Our College Nurse and Health and Wellness Center staff will provide leadership for our infection prevention and control efforts. The Health Center staff has established strong communication channels with the Oneida County Health Department and created effective both internal and external reporting and communication protocols.

If the circumstance should arise where a surge in communicable disease cases occurs in the County or Region and the College must transition to a completely remote operation, evacuation strategies will be implemented. With a conservative density-reduction plan, employees will be well-positioned to work remotely. Technical classes using specialized equipment will be temporarily suspended until it is safe to return to campus. Residential students will be evacuated, with special circumstances being considered to house and feed those students who have needs dictating on campus as their most viable option. If the campus becomes the hotspot, we will work with the county health department to plan and coordinate an appropriate evacuation.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency that has been declared and any provisions of law that provide for leave under such circumstances, during a communicable disease emergency an employee's leave options include GOER quarantine leave, other applicable State policy leave, leave provided under a Federal Act and an employee's own leave accruals. Collective Bargaining Agreements may also be applicable. Policy on available leaves will be established by the Department of Civil Service and/or GOER who shall provide guidance to the agencies/authorities on how to instruct employees about available leaves.

## **F. Protocol for Documenting Work Hours/Locations**

MVCC is responsible for tracking the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. Employees entering MVCC worksites must undergo a health screening which is recorded as described in Section E (above). Logs from that application are saved daily and are accessible by key personnel including the Health Center and Human Resources Office who will use the information for the purposes of disease tracking, identifying potential exposures, and contact tracing.

For Facilities and Operations, we will track work hours and locations by using work orders, shift schedules and tracking logs. For the Department of Public Safety, we will use tracking logs and officer reports. Supervisors will track work hours, shifts, etc. for essential employees for all other departments. Locations will be reported on a daily basis and a log will be kept in case of exposure or potential exposure. MVCC will work closely with the Oneida County Health Department to institute contact tracing and monitoring of the MVCC employee. The employee understands his/her obligation to comply with contact tracing when exposed or when there is suspected exposure.

## **G. Protocol for Identifying Emergency Housing for Essential Employees**

There are circumstances within a public health emergency involving a communicable disease when it may be prudent to have essential employees lodged in such a manner that will prevent the spread of the subject communicable disease to protect those employees from potential exposures, to ultimately protect the health and safety of those employees and ensure continuous operations of essential functions. Essential employees will be housed in one of the dormitory rooms at the Utica, New York Campus. Emergency housing opportunities will be communicated to employees who may need such housing.

## **H. Other Requirements Determined by the NYS DOH**

- DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
  - Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.
  - When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
  - Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
  - Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
  - Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
  - Limit employee travel for work to only essential travel.
  - Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
  - Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
  - Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
  - Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high-risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".



- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for COVID-19. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC guidelines on “Cleaning and Disinfecting Your Facility” should be complied with if someone in your facility is suspected or confirmed to have COVID-19.
- Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.