

Public Employer Health Emergency Plan for Adirondack Community College

April 1, 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.

This plan has been developed with the input of the Adirondack Community College Educational Support Personnel and The Faculty Association of Adirondack Community College, as required by the amended New York State Labor Law. In addition, input was also provided by non-bargaining unit personnel, including the Administrative Staff.

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.

Adirondack Community College ("SUNY Adirondack") reserves the right to modify the plan as necessary, with notification to the respective collective bargaining unions.

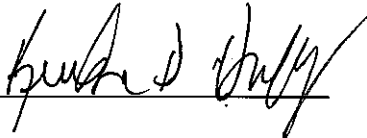
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As the authorized official of SUNY Adirondack, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c to address public health emergency planning requirements.

Signed on this day: April 1, 2021

By: Kristine Duffy, Ed.D.

Signature:

A handwritten signature in black ink, appearing to read "Kristine Duffy", written over a horizontal line.

Title: President

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, and require public employers to adopt a plan for the continuation of services and operations in the event that the Governor declares a state disaster 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 SUNY Adirondack. 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 scope of this plan is based on a Federal, State, or local public health department mandated shutdown of SUNY Adirondack buildings, grounds, and facilities.

SUNY Adirondack also maintains an Emergency Operations Plan with a defined structure for emergency response operations and recovery management. The information contained in this document has been incorporated into that Emergency Operations Plan.

Situation Overview

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
- 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 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. *Such designation may be changed at any time in the sole discretion of the employer.*
- 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. *Such designation may be changed at any time in the sole discretion of the employer.*

Concept of Operations

The President of SUNY Adirondack, 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, including the Emergency Operations Center personnel and the Emergency Executive Policy Team, at the discretion of the President. To ensure continued communication of pertinent information, a line of communication will be established between the campus community and the emergency response team. During the COVID-19 pandemic, the email covid19reporting@sunyacc.edu was established to enable this communication.

Upon the approval of this plan, all employees and contractors of SUNY Adirondack shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Adirondack Community College Educational Support Personnel and The Faculty Association of Adirondack Community College will be notified of pertinent operational changes by way of email to each unit President. Administrators will be notified of pertinent operational changes by way of email to the Administrative Staff committee chair. Other interested parties, such as vendors and partners, will be notified by phone and/or email as necessary. The Director of Marketing and Communications will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The President of SUNY Adirondack, 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 President of SUNY Adirondack, 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 SUNY Adirondack 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 SUNY Adirondack

SUNY Adirondack 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, 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

The mission essential functions for SUNY Adirondack have been identified as:

Essential Function	Description
Facilities	The Facilities department ensures that the College buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of all essential employees, contractors and visitors.
Information Technology	The IT department provides and supports all hardware, software, and related training and/or technical support, along with maintaining the network and phone systems. The IT department is also responsible for the collection and compilation of student data as required by and submitted to the State University of New York and other governmental/private sector entities.
Business Affairs	The Business Affairs department is responsible for receiving and processing invoices and receivables. It is also responsible for the management and disbursement of office supplies, including PPE, and processing the mail

Admissions	The admissions department is responsible for admitting students to the college.
Financial Aid	The financial aid office is responsible for processing student financial aid.
Registration	The registration office is responsible for registering students and processing transcript requests.
Public Safety	The public safety office is responsible for on-campus safety and security.
Foundation	The foundation office is responsible for receiving and processing gifts and donations as well as processing foundation invoices.

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. Given the unique nature of instruction, the determination of specific instruction-related positions as essential may vary from this list based on actual circumstances experienced. At the onset of a declared state disaster emergency involving a communicable disease, the Human Resources office will inform employees of their essential/non-essential status by college e-mail, including the President of all bargaining unit associations.

Essential Function	Essential Positions/Titles	Justification for Each
Facilities	<ul style="list-style-type: none"> Cleaner 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Senior Building Maintenance Worker 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Building Maintenance Worker 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Maintenance Worker 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Head Custodian 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Custodian 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Groundskeeper 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> Associate Director of Facilities 	Necessary work may only be done on campus

Facilities	<ul style="list-style-type: none"> • Building Maintenance Mechanic 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> • Assistant Maintenance Manager 	Necessary work may only be done on campus
Facilities	<ul style="list-style-type: none"> • Principle Typist 	Necessary to support on campus department operations
Information Technology	<ul style="list-style-type: none"> • Educational Technology Support Specialist 	Assistance for computer hardware and distribution and must be on campus to do so.
Information Technology	<ul style="list-style-type: none"> • IT Support Specialist 	Assistance for computer hardware and distribution and must be on campus to do so.
Information Technology	<ul style="list-style-type: none"> • Technical Services Specialist 	Assistance for computer hardware and distribution and must be on campus to do so.
Information Technology	<ul style="list-style-type: none"> • Assistant Director Technical Support Services 	Assistance for computer hardware and distribution and must be on campus to do so.
Information Technology	<ul style="list-style-type: none"> • Network Manager 	Necessary to ensure the network is running
Information Technology	<ul style="list-style-type: none"> • Systems Analyst 	Necessary to ensure the network is running
Information Technology	<ul style="list-style-type: none"> • Principal Typist 	Necessary to support on campus department operations
Business Affairs	<ul style="list-style-type: none"> • Account Clerk 	Necessary to process accounts payable.
Business Affairs	<ul style="list-style-type: none"> • Print Room Aide 	Necessary to manage and distribute supplies and produce signage
Business Affairs	<ul style="list-style-type: none"> • Messenger 	Mail delivery and circulation necessary and can only be done on campus
Admissions	<ul style="list-style-type: none"> • Office Specialist 	Must be on campus to continue to process admissions
Financial Aid	<ul style="list-style-type: none"> • Office Specialist 	Must be on campus to continue to process financial aid
Registration	<ul style="list-style-type: none"> • Office Specialist 	Position is required to access campus documents to maintain registration operations
Public Safety	<ul style="list-style-type: none"> • Peace Officer 	Position required to ensure order and safety for those on campus.

Public Safety	<ul style="list-style-type: none"> Assistant Director of Public Safety 	Position required to ensure order and safety for those on campus.
Public Safety	<ul style="list-style-type: none"> Security Guard 	Position required to ensure order and safety for those on campus.
Public Safety	<ul style="list-style-type: none"> Peace Officer II 	Position required to ensure order and safety for those on campus.
Foundation	<ul style="list-style-type: none"> Executive Director and Chief Advancement Officer 	A foundation staff member needs to be present to accept/process receipts (gifts) and process payments (invoices). Only this foundation staff member has authority to sign checks to pay bills.

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. Working remotely requires:

1. Identification of staff who will work remotely will be done by the President.
2. Approval and assignment of remote work will be made by The Associate Vice President of Human Resources, with the final determination to be communicated to the employee and the employee's supervisor to ensure employee time and attendance is tracked accurately.
3. Equipping staff for remote work will be managed by the Chief Information Officer and which may include:
 - a. Internet capable laptop
 - i. Laptops and desktop computers are loaned to faculty and staff members on an as-needed basis. Requests for equipment loans are submitted via the college's Sysaid ticketing system (or via an Information Technology Services (ITS) Helpdesk email). Equipment loans are approved by the requestor's supervisor/division head and the CIO. All approved equipment loans are tracked by the ITS department which includes, but is not limited to, the following information: person/department, asset tag(s) of the equipment, the date of the loan and the make/model of the equipment.
 - b. Necessary peripherals
 - i. Peripherals including webcams, mice, additional monitors and printers are loaned to staff on an as-needed basis. The request and tracking processes are the same as described in section (a) above. Desktop printers are provided in limited cases where remote printing is absolutely necessary for the continued operation

of the department. MiFi devices are also provided to faculty and staff in situations where broadband access is not available and follow the same request and tracking processes as described in section (a.i.) above.

- c. Access to VPN and/or secure network drives
 - i. VPN access is provided to staff that require remote access to the college's internal network. The request and tracking processes are the same as described in section (a) above. There are two main reasons for providing VPN access to faculty or staff members are as follows: (1) Access to our Banner Student Information System and Evisions/Argos Reporting system and (2) Access to secured network shares. All VPN access is monitored and tracked by the ITS department. VPN access is terminated upon termination of the faculty or staff member or in cases where VPN access is no longer needed. VPN access is also periodically reviewed by the CIO/ITS staff for accuracy and appropriateness.
- d. Access to software and databases necessary to perform their duties
 - i. Access to software and databases is provisioned for remote use (or provided via VPN for remote access) to departments/divisions that require the software/databases to continue successful delivery of business functions and/or remote teaching. The request and tracking processes are the same as described in section (a.i.) above.
- e. A solution for telephone communications
 - i. The college is currently implementing VOIP which will allow for the extension of phone coverage to the remote environment (planned for later in the Spring 2021 semester). The college also has access to an answering service which can be activated during an emergency.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that 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 SUNY Adirondack will ensure that employees are provided with their typical or contracted minimum work hours per week if possible. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours.

Identification of Positions with Staggered Work Hours and Approval Process

Certain employees may be assigned to staggered shifts to ensure job duties and responsibilities are able to be fulfilled safely and/or to meet business needs. The identity of which essential workers can work staggered shifts and the details of the staggering will be determined by the respective Vice President, in consultation with unit/department supervisors.

Approval and assignment of changed work hours must be prepared by the appropriate unit/department supervisor and approved by the area Vice President and the Associate Vice President of Human

Resources, department supervisor and approved by the area Vice President. Factors such as staffing levels, the ability to provide for adequate physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

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

Employees will be provided training on the proper donning, doffing, cleaning (as appropriate) and disposal of PPE.

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. 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 the following:

1. Identification of need for PPE based upon job duties and work location and guidance from state and federal health departments.
2. Procurement of PPE
 - a. 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

Identification of PPE Based on Job Duties

Each department will be provided with a supply of disposable masks and hand sanitizer for use by employees, contractors, and/or visitors, as needed.

Given the nature of their work, public safety, custodial and cleaning staff will be supplied daily access to disposable masks and gloves to use when interacting with others and/or cleaning and/or disinfecting college facilities. In addition, they will have access to face shields and gowns to use for job duties that require such additional protection.

Procurement of PPE

The Business Affairs Office will maintain the PPE and supply it to department supervisors for distribution to employees, students and visitors throughout the continuation of this plan. The Business

Affairs Office and Department Supervisors will keep track of the inventory on a regular basis. When inventory gets low, the Purchasing Agent will procure the necessary PPE through our regular purchasing process, which includes accessing NYS, SUNY and municipal purchase contracts. SUNY Adirondack will maintain and periodically update a supplier list in an effort to mitigate supply chain disruptions. For unforeseen supply disruptions or shortages, SUNY Adirondack will work with SUNY System Administration and/or the Warren County Public Health Department for assistance.

Storage of PPE

The PPE will be stored in accordance with the manufacturer's guidelines in order to prevent degradation. In the event of an emergency, the necessary PPE will be distributed by the college's courier to each department. Each department supervisor is responsible for ensuring PPE is properly used and adequately supplied to pertinent employees.

Cleaning Supplies

Cleaning supplies will be purchased on the needs of The Associate Vice President for Facilities and Public Safety.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

SUNY Adirondack will follow established protocols when employee exposure situations occur. Given the nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive, SUNY Adirondack will follow CDC/public health recommendations and requirements and will coordinate with Warren County Public Health Department for additional guidance and support as needed. Exposure protocols will be updated as necessary and/or required and will be communicated to employees and contractors and posted on SUNY Adirondack's internal website.

Cleaning and Disinfecting

SUNY Adirondack will follow CDC and public health guidelines for best practices in the cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes, but is not limited to, frequently cleaning high traffic and high touch areas; cleaning areas with soap and water prior to disinfecting surfaces with products that meet EPA criteria; providing cleaning staff with appropriate PPE; and following instructions of cleaning products to ensure safe and effective use.

Employee and Contractor Leave

Unless required by Federal, State or local law, SUNY Adirondack will follow the leave provisions of the respective collective bargaining agreements and/or the leave provisions in the employee handbooks for non-bargaining unit employees.

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. Locations shall be within specific buildings, with contractors signing in and out at the campus checkpoint and any departments visited and Department specific employees doing likewise. The Public Safety Office shall be responsible for the management and handling of this information, which will be in paper and/or electronic form. This

information may be used by SUNY Adirondack, New York State Department of Health and Warren County Public Health Department to support contact tracing within the organization and may be shared with State and/or local public health officials. Warren County Department of Health will be responsible for all contact tracing and isolation of employees. The college will assist with contact tracing as requested by the Warren County Department of Health.

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 SUNY Adirondack's essential operations. If such need arises, SUNY Adirondack has the capability to house essential employees on site in the residence hall or in the gymnasium. There will be beds/cots and food service available. If the need arises for additional housing or the current housing is unavailable, SUNY Adirondack will coordinate with the Warren County Public Health Department to help identify and arrange for these housing needs.

Other Requirements

SUNY Adirondack will also comply with all executive orders and emergency regulations related to the state disaster emergency.