

# **Orange County Community College (SUNY Orange) CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

## **Purpose**

To ensure the continuation of services provided by the State of New York 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.

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

### **Individual(s) Responsible for Maintaining this Plan:**

**Paul Martland, VP Administration & Finance, (845) 341-9401**

**Iris Martinez-Davis, AVP Human Resources (845) 341-4662**

### **Date of Posting:**

April 1, 2021

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## **A. Essential Personnel**

In the event of a state-ordered reduction of in-person workforce the designation of essential and non-essential employees will be made. Essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the existing emergency response. Such designation may be changed at any time at the sole discretion of the employer. Employees will be notified by Human Resources of their essential designation via email and or telephone call.

Below is a list and description of the types of positions in SUNY Orange who may be deemed essential based on the above definition:

<b>Mission Essential Position</b>	<b>Description</b>
<b>President</b>	Executive Leadership
<b>Vice President for Academic Affairs</b>	Executive Leadership
<b>Vice President of Administration &amp; Finance</b>	Executive Leadership
<b>Vice President for Student Services</b>	Executive Leadership
<b>Director of Safety &amp; Security Associate Director of Safety &amp; Security Assistant Director of Safety &amp; Security Campus Security Guard</b>	Safety & Security
<b>Chief Information Officer Director of User Services IT Support Specialist IT Support Manager Electronics Repair Specialist</b>	Help desk staff Information Technology
<b>Director of Facilities Maintenance Manager Facilities Manager Assistant Maintenance Manager Mail Clerk HVAC Technician Supervising Groundsman Senior Groundskeeper Grounds Maintenance Worker Building Service Worker</b>	Facilities

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<b>Communications Officer</b>	Communications
<b>Mission Essential Position</b>	<b>Description</b>
<b>AVP Human Resources</b>	Human Resources
<b>Director of Newburgh</b>	
<b>Comptroller</b> <b>Assistant Comptroller</b> <b>Senior Clerk</b> <b>Associate Account Clerk</b> <b>Account Clerk</b> <b>Coordinator of Grants and Accounting</b> <b>Coordinator of Procurement</b> <b>Director of Student Accounts</b>	Providing support and direction of all functions designated as essential; maintaining finances; emergency purchasing and processing.
<b>Registrar</b> <b>Associate Registrar</b> <b>Assistant Registrar</b> <b>Director of Admissions</b> <b>Associate Director of Admissions</b> <b>Assistant Director of Admissions</b> <b>Secretary/Admin. Asst. I</b> <b>Senior Secretary</b> <b>Principal Clerk</b> <b>Senior Clerk</b> <b>Clerk II</b>	Providing support and direction of all functions designated as essential; maintaining registration and admissions functions.

### B. Telecommuting

SUNY Orange 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 would 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. SUNY Orange will periodically assess its

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technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.

The outbreak of a communicable disease that leads to stringent governmental recommendations for social distancing, reducing population density and other mitigation techniques to limit spread would result in the following support being provided to employees who are deemed non-essential and assigned to work remotely. The decision to assign employees to work remotely will be based on the needs of the College, the status of the College's operations and on individual employee circumstances.

- Any employee who works from home or another suitable location, must use reasonable caution, procedures, and equipment that maintains data storage and security.
- The College cannot provide desks, chairs, file cabinets, or other office-related furniture.
- Employees in need of laptops must make a request with their supervisor.
- The use of the employee's personal computer may be dependent on the use of Virtual Private Network (VPN).
- Telecommuters are responsible for having a phone for all work-related calls. Telecommuters may also be required to forward their official work site phone to the phone that will be used while telecommuting. The College is able to offer employees the Avaya phone app, which allows them to answer their work phones via computer. This can be installed via a work order with the Information Technology Services staff.
- In order to telecommute, employees are required to have an internet connection with bandwidth that is appropriate for conducting official business without disruption. The College cannot reimburse for internet costs.
- Employees will be prohibited from conducting telecommuting activities from publicly accessible locations, such as libraries, cafes and any locations where a secure connection cannot be guaranteed.

### **C. Work Shifts/Schedules**

SUNY Orange 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 Orange County DOH. In a future communicable disease event, current procedures and guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all employees. 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. 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:

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- 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:
    - During the current emergency, SUNY Orange evaluated and adjusted its individual and community office space to comply with social distancing requirements. These measurements will be kept and will be available during the next contagious disease emergency, in accordance with the threat.
    - Supervisors will monitor work schedules and limit occupancy in any enclosed space as per CDC, NYSDOH, and/or OCDOH guidelines and maintain recommended distance between individuals.
    - Physical partitions or other barriers may be installed where social distancing between staff is not possible.

### **D. Personal Protective Equipment**

SUNY Orange will follow CDC, State DOH, and local health department recommendations regarding the use of personal protective equipment. Updated regulations will be reviewed regularly to ensure that the College is compliant with the most recent guidance. Masks may be required (and additional PPE as needed) when on SUNY Orange campuses (except when alone in an office, or when outdoors and when social distancing can be maintained) and PPE will be provided by the College to students and employees who arrive without masks. Employees will be provided with training on the proper donning, doffing, cleaning (as appropriate) and disposal of PPE.

Distribution of PPE will be through a work order process developed specifically for this purpose. PPE will also be available via the Safety and Security Offices (for ad-hoc pickup by students and employees as needed). The College delivery van will also maintain a stockpile of PPE for response to emergent needs as it makes its rounds on campus. The College will maintain a relationship with the state's PPE vendor and maintain the financial wherewithal to order a six month supply of PPE. The facilities director will be responsible for ensuring that PPE is properly stored, inspected: rotated and protected from degradation.

Signage outlining protective measures, including the requirement that masks must be worn in all buildings will be posted in high visibility locations (e.g. building entrances, restrooms, and hallways). The

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College maintains an inventory of soap, hand sanitizer, paper towels, disinfecting wipes, masks, gloves, aprons, face shields, and other commonly used PPE. The College will also maintain relationships with NYS approved PPE and cleaning supplies vendors who can respond to reorders of these items promptly.

### **E. Exposure Protocol**

In a specific emergency event, the College will follow guidance related to that situation from the CDC, NYSDOH, and OCDOH.

Employees presenting communicable disease symptoms will be instructed not to report to the workplace. Employees will be directed to report illness to their supervisor and Human Resources department. Employees will be advised to immediately seek medical guidance. Returning to the worksite will only be possible once the symptoms have significantly improved and medical clearance has been provided.

SUNY Orange will implement a non-punitive leave policy for those impacted by a communicable disease.

Employees presenting symptoms of a communicable disease and having been tested, will be advised not to report to work. Return to on-site work will be possible as per CDC, NYSDOH, and OCDOH guidelines and the employee has received medical clearance to return to work. Human Resources will advise employees who have been in close proximity with an individual that exhibits symptoms to work remotely until test results are confirmed.

Employees who test positive for communicable disease will be required to self-isolate in accordance with [Orange County Department of Health \(OCDOH\)](#) guidelines or until their physician clears them to return to the workplace. Human Resources will immediately inform the supervisor that the employee will not be reporting to work.

Employees that are quarantined by the Orange County Department of Health (OCDOH) will not be permitted to report to work but will be allowed to work remotely if their work allows it. If quarantine is extended beyond the initial guidelines set forth by the Orange County Department of Health, the employee would be advised to contact Human Resources.

Human Resources will communicate with local health departments regarding positive communicable disease test results or suspected cases.

Human Resources will gather preliminary case investigation data, including possible contacts and provide this information to the public health department.

Employee Assistance Program (EAP) assistance information will be provided to all employees, and information will also be available via a link on the College's [Emergency Response webpages](#).

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Human Resources will partner with public health officials to ensure that students and employees adhere to recommended quarantine timelines.

Human Resources will ensure compliance with Occupational Safety and Health Administration (OSHA) guidelines, record-keeping and reporting obligations.

Reports from employees and students, that have been on a campus, that they have been exposed, infected or presumed positive to communicable disease shall be reported immediately to the Orange County Department of Health (OCDOH) and necessary information from College records shared with OCDOH upon request.

The College will assist the local and state Health Departments with tracing, tracking and reporting of cases, and those notified through the contact tracing process will be asked to:

- Self-quarantine at home, in accordance with timelines established by the [Orange County Department of Health \(OCDOH\)](#), is required for any employee/student who has a confirmed exposure to a positive individual of a communicable disease per OCDOH protocols. They will be notified by the OCDOH. For instances where a student or employee resides outside of Orange County, the College will work with the health department in the home jurisdiction of that individual.

The SUNY Orange Wellness Center will be notified by the Orange County DOH of all confirmed student cases that have been on campus during their infectious period per contact tracing investigation.

SUNY Orange liaisons that are designated to maintain communication with OCDOH, contact tracing, and track the isolation of employees as follows:

- Employee Contact: Iris Martinez-Davis, AVP of Human Resources (845) 341- 4662
- Employee Contact: [Eileen Barrett](#), Associate Director of Human Resources (845) 341-4572
- Student Contact: Susan Corbett, RN, Wellness Center (845) 341-4870
- Student Contact: [Madeline Torres-Diaz](#), AVP of Student Engagement and Completion (845) 341-4407
- Student Contact: [Gerianne Brusati](#), Vice President of Student Services (845) 341-4020

During the COVID-19 emergency SUNY Orange 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 reviewed. These protocols follow all screening, testing, and tracing

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procedures as outlined in the applicable NYSDOH guidance, including instructions to employees on when to return home and when to return to work. Protocols are updated as circumstances change, and will be updated to meet the requirements of new emergencies.

During the COVID 19 emergency SUNY Orange utilized testing protocols developed by SUNY Upstate Medical. The College recognizes that it may be required to implement testing protocols in future emergencies and is prepared to follow guidance from SUNY, NYSDOH, and OCDOH. SUNY Orange has developed a relationship with a third-party provider of testing services and will utilize this vendor as necessary in any future emergency.

Employees who are physically reporting to work will be required to complete daily pre-screening before physically reporting to the workplace. This includes employees coming into the building only for a brief period. The exact nature of the pre-screening and the tool used to enter the required information will be determined by the details of the future emergency. During the COVID-19 crisis the campus utilized Campus Clear for pre-screening

During the COVID-19 crisis procedures were developed to comply with directives from the State of New York which included testing, evaluation, cleaning and disinfecting protocols, as well as instructions to notify State and County health officials. Similar procedures will be developed in response to State directives in future emergencies. Cleaning and disinfecting protocols will address not only classrooms and the immediate work areas of employees but also common areas and shared surfaces such as:

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

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 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 in accordance with applicable statutory leaves in accordance with state and federal law and leave approvals as contractually appropriate.

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

To facilitate a safe return to campus during the COVID-19 pandemic SUNY Orange has utilized #CampusClear app for self-monitoring by all students, employees and essential visitors who have reason to physically access either of the College's campuses.



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A similar tool and an internal tracking system administered by Human Resources will track the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. Logs from these applications will be saved daily and be accessible by key personnel in the Human Resources Office who will use the information for the purposes of disease tracking, identifying potential exposures, and contact tracing.

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

SUNY Orange has not identified a circumstance where we would need to maintain operations and house employees overnight as we would no longer operate in an on-campus environment under these circumstances. Under these circumstances, because the organization would be fully remote, the limited number of essential employees would continue to reside at their homes and report to work as scheduled.

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

- Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
  - o 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.
  - o 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.
  - o 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.
  - o 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.
  - o Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
  - o Limit employee travel for work to only essential travel.

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- o 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.
- o 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.
- o 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.
- o 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".
- o 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.).
- o CDC guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in the facility is suspected or confirmed to have COVID-19.
- o 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.
- o SUNY Orange will also comply with all executive orders and emergency regulations related to the state disaster emergency.