

Clarence Fire District No. 1

Operations Plan in the Event of Certain Declared Public Health Emergencies

Pursuant to Labor Law 27-c

POLICY STATEMENT

It is the policy of the Clarence Fire District No. 1 ("Fire District") to provide an Operations Plan in the event of a declared public health emergency pursuant to Labor Law 27-c. This Policy and Plan shall guide Fire District personnel for the continuation of operations in the event that the governor declares a public health emergency involving a communicable disease. In order to comply with the requirements of Labor Law 27-c the Fire District hereby adopts this Policy and Plan.

DEFINITIONS

- a. "Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b. "Essential" shall refer to a designation made that a Fire District employee or voluntary member of the fire department operating under the authority of the Fire District is required to be physically present at an emergency, non-emergency or other Fire District response, on-duty event or other work site to perform his or her job.
- c. "Non-essential" shall refer to a designation made that a Fire District employee or voluntary member of the fire department operating under the authority of the Fire District is not required to be physically present at an emergency, non-emergency or other Fire District response, on-duty event or other work site to perform his or her job.
- d. "Communicable disease" shall have the same meaning as set forth in Labor Law 27-c.
- e. "Retaliatory action" shall have the same meaning as set forth in Labor Law 27-c. For the purposes of this Policy and Plan, voluntary members of the fire department under the authority of the Fire District shall be considered employees.

POLICY AND PLAN

1. Given the nature of the purpose and functions of the Fire District and its personnel as an emergency response agency charged with protection of life and property all Fire District positions and titles are deemed and considered essential in the event of a state-ordered reduction of in-person workforce.

2. Nevertheless, in the event that any employee shall be determined to be “non-essential” personnel by the Fire Chief with notice to the Board of Fire Commissioners such non-essential employees may telecommute to the extent practicable considering the nature of the Fire District’s mission, function and purpose and the duties of the non-essential employee. The Fire Chief or the Fire Chief’s designee shall determine any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable and dependent upon the nature of the work and duties of the designated non-essential employees and the Fire District shall provide such to the employee.
3. The Fire Chief or the Fire Chief’s designee shall establish a written duty or other schedule to stagger duty shifts of essential employees in order to reduce overcrowding at Fire District facilities and on public transportation systems during emergency and non-emergency responses by Fire District personnel.
4. Based on the nature of the public health emergency involving a communicable disease the Fire Chief or the Fire Chief’s designee, in consultation with the Fire District’s medical director or upon the recommendation of public health officials, shall identify the necessary personal protective equipment (“PPE”) appropriate for emergency, non-emergency and other on-duty responses of Fire District personnel. Based on such recommendations, the Fire District shall procure the appropriate PPE for essential employees in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee during emergency, non-emergency and other on-duty Fire District events for at least six months. All such PPE shall be stored in accordance with manufacturers’ recommendations to prevent degradation and permit immediate access in the event of an emergency declaration.
5. The Fire Chief or the Fire Chief’s designee, in consultation with the Fire District’s medical director or upon the recommendation of public health officials, shall identify the specific processes to be taken in the event an employee is exposed to a known case of the communicable disease that is the subject of the public health 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 specific processes 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 or contractor may have touched. Based on the nature of the communicable disease that is the subject of the public health emergency the affected employee shall be counseled by the Fire Chief or the Fire Chief’s designee on available leave to receive testing, treatment, isolation, or quarantine provided, however, that such counseling shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
6. The Fire Chief or the Fire Chief’s designees shall document precise hours and work locations including emergency and non-emergency responses and other off-site travel while on-duty for essential employees solely for the purpose of aiding 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 such basis.

7. To the extent required by the nature of the public health emergency involving a communicable disease the Fire Chief or the Fire Chief's designee, in consultation with the Fire District's medical director or upon the recommendation of public health officials, shall 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 Fire District.
8. This Policy shall be reviewed annually by the Board of Fire Commissioners.
9. The Board of Fire Commissioners may amend this Policy from time to time in accordance with law.

This policy is adopted on 1/4/2021.
By order of the Board of Fire Commissioners, Clarence Fire District No. 1