

# City of Jamestown Pandemic Operations Plan

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RESTART JAMESTOWN



Office of the Mayor  
CITY OF JAMESTOWN |

## **Purpose**

The purpose of this plan is to ensure that the City is in compliance with legislation (S8617B/A10832), requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease by April 1, 2021.

## **City of Jamestown General Opening Procedures:**

City Hall will close on the order of the State or the Mayor should it be deemed necessary due to a pandemic.

## **Protocol for Sick or Contact-Traced Employees:**

During a pandemic, employees that become sick or are a traced contact of someone who is sick must stay home from work until cleared by a negative test or released from a quarantine/isolation order. The employee will continue to be paid without having to use earned sick leave during this time. The employee must comply with any and all quarantine and isolation orders given by the State or County Health Departments. Employees shall share any information to help trace to other contacts. Should other employees be found to be contacts, department heads shall work promptly to take any measure to ensure that further spread is stopped, while also maintaining that essential work is completed in a manner safe for all employees. This may include staggering work shifts to reduce overcrowding, sending employees home (with pay) to reduce the number of employees in a single workspace, allowing employees that can work from home the ability to do so. This will be done in consultation with the Mayor's office.

Any employee who suspects that they have disease in a pandemic scenario may get tested during work hours, during which they will be paid.

## **Travel Restrictions**

During a pandemic, business-related travel is forbidden unless absolutely required and approved by the Mayor.

All employee personal travel should be communicated to their supervisor, and HR for risk evaluation. Employees are responsible to check with the local, state, and federal agencies to understand the risk of travel regarding their destinations. If an employee chooses to travel on personal time and based on this travel is required to quarantine either by mandate or best practice, the employee will have to use personal time for this time away from work.

## **Submittal of Time Sheets**

If employees are sent home, either because they have been deemed non-essential or are sick/are a contact of someone who is sick, they will indicate on their Time Sheet under a special category to denote time still paid for work but away due to pandemic related issues.

## **Protocols for PPE**

The Chief of Police/Director of Public Safety and the Deputy Fire Chief shall work to obtain PPE not only for their respective departments, but for the City as a whole. Employees must wear PPE when at work, and if they do not have any of their own, will be provided by the City.

## **Emergency Housing**

If an employee is in need of emergency housing due to the pandemic, the City of Jamestown will work with local, state, and federal entities to obtain safe housing for said employee.

## **Work from Home**

The City shall make efforts to ensure that employees that can work from home, even if deemed essential, can work from home. This includes the procurement of work laptops to access the City Server so that they may. At the discretion of the Mayor, employees who are deemed essential may be sent home to reduce the number of employees in a specific building.

## **City of Jamestown Department Specific Concerns:**

### **DPW/Parks**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of shift.
Drive Vehicle (One Operator)	Low	Clean and sanitize commonly touched surfaces daily.
Drive Vehicle (Shared User)	Medium	Clean and sanitize commonly touched surfaces before and after use.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched

		surfaces. Wash hands once done in the break room. Staggered breaks and lunches.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

Employees will be working with staggered start times and staggered lunch breaks to encourage as much social distancing as possible. When possible, crews will be reporting directly to their work sites. If weather forces work to stop, employees may be sent home to avoid congregating in shared areas.

For Steele Street staff, the DPW office will be open to the public from 8:00 AM to 4:00 PM Tuesday and Thursday by appointment only. Social distancing and masks will be required to interact with office staff. Normal or "regular" hours will resume once employee limitations are lifted.

Shared surfaces and areas are cleaned daily with disinfectant, with particular attention paid to shared locker room.

**Essential Employees:**

All DPW/Parks Employees are considered essential and on-call due to emergencies that require attention at any time. This includes members of building staff and fleet maintenance employees.

**Clerk/Treasurer**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of shift.
Customer service window	Medium	Wear mask. Wash and sanitize hands often. Avoid touching face.

Main lobby	High	Wipe down commonly touched surfaces daily. Install a shield between windows. Ensure hand sanitizer is in lobby at entrance. All entering should use sanitizer. Put down tape markings on floor keeping 6' intervals.
Customer Service visitor entrance	Medium	Wipe down commonly touched surfaces daily. Ensure hand sanitizer is in waiting area and require use when entering. Visitors not permitted to enter building without a face mask or shield.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

As the building begins to open to the public, changes will be made to how business is done in the Clerk's office. The clerk will not admit the public into the office. Although they may be protected by the glass at the windows and counter space between the customer and employee. While they are somewhat protected by the glass at the windows as well as the counter space in between the customer and the employee, face coverings are necessary.

When the lobby opens/reopens, the need for more potential staff arises. Residents are encouraged to use the payment drop box right outside the City Hall entrance for non-essential

transactions where the staff does not need to see ID. This will reduce the amount of people in the building, specifically the lobby.

**Essential Employees**

Employees in the Clerk’s office are considered essential, however, accommodations for employees working from home shall be made in the form of work laptops and access to the city server. Should it be necessary, the Clerk will work with the Mayor to stagger in-person work days at City Hall to reduce the number of employees in the Clerk’s work area.

**Finance**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6’. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of shift.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6’	Low	Groups not to exceed 10 people, and social distancing must be maintained 6’ or greater.
Meeting(s) with social distancing less than 6’	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3’ distance must be maintained.

**Essential Employees**

All employees in the Finance office are considered essential. However, if necessary, employees may be sent to work from home to reduce the number of employees in the finance work area.

**Assessor**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of shift.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

### **Essential Employees**

All employees in the Assessor's office are considered essential, however, if necessary, employees may be sent to work from home to reduce the number of employees in the assessor work area.

### **IT**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of shift.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.

Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

### **Essential Employees**

All employees in the IT office are considered essential, however, if necessary, employees may be sent to work from home to reduce the number of employees in the assessor work area.

### **Police/Fire**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of shift.
Control Room	High	Limited access to operators only. Wash sanitize hands before entering. Wipe down frequently touched objects each shift.
Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched



		surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

Police and fire have operated at full staff during the pandemic and will continue to do so. Pandemic-era safeguards and guidelines will remain in place indefinitely.

The Fire Department door will remain locked and visitors must ring the doorbell to access the building. Any visitors to either the Fire Department or Police Department must wear a mask.

The building will remain secure by Court Security who will ask about the visitor's destination in the building. This is to ensure that the number of people in the building does not get too large.

### **Essential Employees**

Due to public safety (needs/regulations/requirements) all employees including civilian, sworn officers, and firefighters, are considered essential.

### **JURA**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of day.
Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched

		surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.
Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

Employees will be allowed to continue to work from home/the field if work permits. The Department of Development. Department of Development will be open from 8:30 AM to 5:00 PM Monday-Friday by appointment only. While in the office, visitors will be required to have an appointment, wear a mask, and maintain social distance. Normal or “regular” hours will resume once employee limitations are lifted.

### **Corporation Counsel**

<b><u>Task</u></b>	<b><u>Risk</u></b>	<b><u>Controls</u></b>
Office	Low	Maintain social distancing greater than 6'. Wipe down office surfaces with approved cleaner, disinfectant daily at beginning of day.
Tools	Medium	Wipe down tools, equipment with disinfectant cleaner if shared after each use.
Use of Common IT (Copiers)	Medium	Wipe down control panel before use with approved cleaner. Wash hands after using.
Use of Common Break Rooms	Medium	Wash hands before going into break room. Use hand sanitizer before touching commonly touched surfaces. Wash hands once done in the break room.
Coffee Pots	Medium	Wash or sanitize hands before handling coffee pot or making coffee.

Meeting(s) with social distancing greater than 6'	Low	Groups not to exceed 10 people, and social distancing must be maintained 6' or greater.
Meeting(s) with social distancing less than 6'	High	Groups not to exceed 10 people. Masks must be worn, minimum of 3' distance must be maintained.

**Essential Employees**

All employees in the Corporation Counsel's office are considered essential, however, if necessary, employees may be sent to work from home to reduce the number of employees in the corporation counsel's work area.

202103B06

BY COUNCILWOMAN CARRUBBA:

Resolution authorizing the Jamestown City Council to accept the following policy for the employees of the City of Jamestown: Pandemic Operations Plan (in accordance with New York State Labor Law §27-c), effective immediately.

Carried: 8 – 0

I, Jennifer R. Williams, City Clerk/ Treasurer of the City of Jamestown, New York, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the City Council of the City of Jamestown at a regular meeting held March 29, 2021.

*Jennifer R Williams*

March 30, 2021, Jennifer R. Williams, City Clerk/Treasurer



Edward A. Sundquist  
Mayor

*Office of the City Clerk/Treasurer*

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