

**TOWN OF HARRISON
VILLAGE OF HARRISON
ATTORNEY'S OFFICE**

E-10

MEMORANDUM

TO: Richard Dionisio, Supervisor
Members of the Town Board

FROM: Andrea C. Rendo, Deputy Village Attorney

DATE: December 8, 2022

RE: **Public Health Emergency Operation Plan**

ACR/ld

Attached for your review is a copy of the Town/Village of Harrison's Public Health Emergency Operation Plan.

The plan was developed pursuant to New York State Labor Law § 27-c, which was amended following the COVID-19 Pandemic and requires public employers to adopt a plan for operations in the event of a declared state of emergency involving a communicable disease.

If acceptable, kindly pass a Resolution formally adopting the plan.

ACR:ld

Attachment

cc: Debra Scocchera, Personnel/Benefits Manager

TOWN/VILLAGE OF HARRISON

Public Health Emergency Operation Plan

Operation Plan Overview

In accordance with New York State Labor Law § 27-c, the Town/Village of Harrison (the "Town") has developed the following operation plan in the event of a declared public health emergency involving a communicable disease, which necessitates a state-ordered reduction of in-person workforce. The purpose of this operation plan is to set forth the Town's plan for the continuation of operations in the event the Governor declares a public health emergency.

This plan was developed based upon information available as of the date of its promulgation regarding public health emergencies involving a communicable disease, and is based largely upon public information, guidance and experiences pertaining to COVID-19. The Town recognizes that future public health emergencies, if any, may present unique challenges and require different responses. The Town reserves the right to amend this plan, including as may become necessary to address issues presented by future or other public health emergencies.

The Town's operation plan is set forth in six (6) separate parts, which are attached here in Exhibits A through F. The Town reserves the right to revise and/or amend this plan.

- Exhibit A is a list of the Town's "Essential" employees¹ and "Non-Essential" Employees. Employees who are designated essential are those who are required to be physically present at a work site to perform his or her job. The Essential list also includes a description of positions and a justification for the designation.
- Exhibit B provides a description of the protocols that will be followed in order to enable all non-essential employees to telecommute, including the procurement, distribution, downloading and installation of any needed technology, software, data, internet access and phone lines.
- Exhibit C provides a description of how the Town will, to the extent possible, stagger work shifts for essential employees so as to reduce overcrowding on public transit and at worksites. As part of this plan, the Town will review the applicable collective bargaining agreements and/or other obligations, if any.
- Exhibit D provides a description of the Town's plan to procure the appropriate personal protective equipment ("PPE") for essential employees based on job tasks and the needs of such employees. This plan contemplates providing at least two pieces of necessary PPE to each essential employee per shift over a six-month period and a storage protocol for such PPE.

¹ In addition to employees, this policy also applies to contract workers. Such designation shall not otherwise confer the rights, benefits and obligations of employment upon contractors.

- Exhibit E is the Town's protocol in the event an employee is exposed to a known communicable disease, exhibits symptoms, or tests positive for such disease in the workplace. The protocol includes detailed disinfection plans, as well as the Town's policy regarding leave for employees for testing, treatment, isolation and quarantine related to the communicable disease.
- Exhibit F is the Town's contact tracing protocol for essential employees.

Promulgation

This plan has been developed in accordance with New York State Labor Law § 27-c.

Nothing in this policy shall be deemed to impede, infringe, diminish or impair the rights of the Town or of any employee under any law, rule, regulation or collectively negotiated contract, or the rights and benefits available to employees through existing collective bargaining agreements or the collective bargaining relationship with the Town.

Anti-Retaliation

The Town/Village of Harrison shall not take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of this operation plan. Should an employee wish to make a recommendation or suggestion, he or she may do so to a department head or the Town's chief emergency officer, who has been designated by the Town as responsible for ensuring that the protocols set forth herein are consistent with New York State Law § 27-c.

EXHIBIT A

The Town/Village of Harrison has designated certain job titles as essential, meaning employees who hold such titles are required to be physically present at a work site to perform his or her job. The essential list also includes the approximate number of employees who hold certain essential positions, the assigned work site and the justification for the essential designation. The descriptions below are examples of responsibilities of the job titles which the Town/Village of Harrison has designated as essential and non-essential for purposes of this policy only. Nothing in this policy shall be deemed to define, or to change, alter or limit, the job description or responsibilities for any employee, position or title in the Town/Village.

Essential Employees: Assessor

Job Title	Number	Work Site	Description
Assessor	1	1 Heineman Place, Harrison, New York 10528	Performs professional assessment of real property by placing a valuation on each parcel of real property within the Town/Village and is responsible for preparing an annual assessment role. Responsible for related work, including but not limited to, maintaining current tax maps and appraisal cards, making determinations with respect to applications for tax exemptions and making changes to assessments in accordance with Law and as directed by the Board of Assessment Review.
Office Assistant (Automated)	1	1 Heineman Place, Harrison, New York 10528	Provides clerical and office support associated with the functions of the assigned department. Operates a variety of computer applications, as responsibilities involve production and maintenance of both automated and manual files in various document formats.

Essential Employees: Building Department

Job Title	Number	Work Site	Description
Building Inspector	1	1 Heineman Place, Harrison, New York 10528	Responsible for reviewing and approving all plans and specifications submitted with applications for local building permits and for supervising or performing the inspection of all buildings, other than those specifically exempted by ordinances or resolution, both erected and under construction and/or repair, for compliance with approved plans and specifications, the local building code, the zoning and plumbing ordinances and the Multiple Residence Law and related enforcement. May respond to active call outs by Police and Fire for life safety violations.

Assistant Building Inspector	2	1 Heineman Place, Harrison, New York 10528	Assists the Building Inspector in reviewing plans and specifications submitted with building permit applications. Also assists with inspecting existing buildings and structures, new building construction and building repairs, enforcing the provisions of the local building code, zoning and plumbing ordinances and the Multiple Residence Law. May respond to active call outs by Police and Fire for life safety violations
Senior Office Assistant (Office Manager)	1	1 Heineman Place, Harrison, New York 10528	Performs office/clerical recordkeeping associated with departmental assignments. Operates computer software applications in compiling statistical information for reports, establishing and/or maintaining automated records and filing systems. Compiles information for management needs and has considerable interaction with the public, vendors, contractors, etc. Collects fees and prepares and makes bank deposits.

Non-Essential Employees: Building Department

Job Title	Number	Work Site	Description
Code Enforcement Officer	1	1 Heineman Place, Harrison, New York 10528	Enforcement of state building codes and property maintenance codes and quality of life issues such as littering, sanitation, dumping, peddling, and similar activities as outline in local codes, ordinances and laws. Where violations are noted, action to secure compliance is instituted. May respond to active call outs by Police and Fire for life safety violations. Works remotely with the exception of being in the office once a week to perform certain tasks.
Office Assistant (Automated)	2	1 Heineman Place, Harrison, New York 10528	Provides clerical and office support associated with the functions of the assigned department. Operates a variety of computer applications, as responsibilities involve production and maintenance of both automated and manual files in various document formats. needs and has considerable interaction with the public. Works remotely with the exception of being in the office once a week to perform certain tasks.

Assistant Building Inspector	1	1 Heineman Place, Harrison, New York 10528	Assists the Building Inspector in reviewing plans and specifications submitted with building permit applications. Also assists with inspecting existing buildings and structures, new building construction and building repairs, enforcing the provisions of the local building code, zoning and plumbing ordinances and the Multiple Residence Law. May respond to active call outs by Police and Fire for life safety violations. Works remotely with the exception of being in the office once a week to perform certain tasks
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Essential Employees: Community Services

Job Title	Number	Work Site	Description
Director of Community Services	1	1 Heineman Place, Harrison, New York 10528	Oversees the Department of Community Services, advocating for residents in need and coordinating community based outreach programs, including but not limited to, senior medical transportation, senior safety checks, and referrals to other local services and government assistance agencies. Operates a local food pantry and initiates fund raising and food drive opportunities in concert with religious, civic and educational organizations.
Senior Office Assistant	1	1 Heineman Place, Harrison, New York 10528	Assists the Director of Community Services in advocating for residents in need and coordinating community based outreach programs, including but not limited to, senior medical transportation, senior safety checks, and referrals to other local services and government assistance agencies. Operates a local food pantry and initiates fund raising and food drive opportunities in concert with religious, civic and educational organizations. Performs clerical duties related to Departmental functions.

Essential Employees: Comptroller's Office and Purchasing Department

Job Title	Number	Work Site	Description
Comptroller/Treasurer	1	1 Heineman Place, Harrison, New York 10528	Responsible for the fiscal management of Town/Village finances including the application of procedures in the auditing of financial accounts, examination of claims and receipts, and the authorization of payment of claims.

Non-Essential Employees: Comptroller's Office

Job Title	Number	Work Site	Description
Staff Assistant/ Finance Admin.	1	1 Heineman Place Harrison, NY 10528	Responsible for performing financial administrative support functions in municipality. Reconciles banks statements, assists in preparation of annual budget. Works remotely with the exception of being in the office once every two weeks to perform certain tasks.
Senior Office Asst. Comptroller	2	1 Heineman Place Harrison, NY 10528	Prepares and checks payroll for municipality; prepares Federal and state and local agencies reporting. Works remotely with the exception of being in the office once every two weeks to perform certain tasks. Works remotely with the exception of being in the office once every week or once every two weeks to perform certain tasks.

Non-Essential Employees: Purchasing Department

Job Title	Title	Work Site	Description
Office Asst. Automated Systems	1	1 Heineman Place, Harrison, New York 10528	Responsible for the Office Administration of Purchasing Department, implements and processes work involving the preparation of bids and purchase orders, and compiles information and records to create purchasing orders for the procurement of equipment, supplies or other services. Maintains records of purchase orders, encumbrances, packing receipts and/or payments manually or through use of various computer software packages. Works remotely and in office according to staff scheduling and office spacing

Purchasing Clerk	1	1 Heineman Place, Harrison, New York 10528	Performs specialized clerical work involving the processing and preparation of bids and purchase orders, and compiles information and records to create purchasing orders for the procurement of equipment, supplies or other services. Maintains records of purchase orders, encumbrances, packing receipts and/or payments manually or through use of various computer software packages. Works remotely and in office according to staff scheduling and office spacing
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Essential Employees: Court Clerk/Town Justice

Job Title	Number	Work Site	Description
Town/Village Justice	2	1 Heineman Place, Harrison, New York 10528	Presides over civil and criminal matters returnable within the Town/Village of Harrison. Virtual arraignments for defendants in custody began in May 2020
Court Clerk	2	1 Heineman Place, Harrison, New York 10528	Works under the general supervision of the Town/Village Justices and performs specialized work involving the preparation and maintenance of court records including legal documents, forms and reports.
Senior Office Assistant	2	1 Heineman Place Harrison, New York 10528	Works under general supervision of Court Clerk and performs general office administration, including interaction with Public.
Intermediate Clerk	1	1 Heineman Place Harrison, New York 10528	Answers phones, processes daily mail, prepares daily interoffice correspondence.
Messenger	1	1 Heineman Place Harrison, New York 10528	Prepares daily mail, responsible for opening mail and filing.

- The Harrison Town Court is subject to the operating guidelines set forth by the New York State Unified Court System. All of the above Court employees, including the Town Justices, have been deemed "non-essential" by the Ninth Judicial District of the Unified Court System.
- In the event of another emergency, and should the Unified Court System permit the Town Court to continue operating, Court personnel now have the capability to

- stagger shifts to ensure social distancing and reduce workplace density, with alternating “teams” of employees that do not come into physical contact with one another;
- work remotely with laptop computers and a virtual private network connection to Town resources and court case management software;
- transfer incoming telephone calls from the public
- Should the Unified Court System suspend operations of the Justice Courts amid a new pandemic or public health crisis [as it did during the initial COVID-19 shutdown (March to mid-May 2020)], Court employees will not be permitted to work from home or in-person on court-related matters. Requiring employees to do so could put the Town in direct contravention of the Orders of the Unified Court System or its Administrative Judges.

Essential Employees: Department of Public Works (Administrative)

Job Title	Number	Work Site	Description
Commissioner of Public Works	1	5 Harrison Avenue, Harrison, New York 10528	Responsible for organizing, directing and coordinating the operations and activities of several divisions comprising the department. Exercises broad managerial and administrative authority in directing all activities of the Department of Public Works. These include equipment maintenance, parks and building maintenance, highways, street lighting and sanitation. Determines major departmental policies, planning long-term projects and administering programs while delegating authority for the performance of technical and administrative activities.
Senior Office Assistant (Office Manager)	1	1 Heineman Place, Harrison, New York 10528	Performs office/clerical recordkeeping associated with departmental assignments. Operates computer software applications in compiling statistical information for reports, establishing and/or maintaining automated records and filing systems. Compiles information for management needs and has considerable interaction with the public, vendors, contractors, etc.

Non-Essential Employees: Department of Public Works (Administrative)

Job Title	Number	Work Site	Description
Telephone Operator	1	1 Heineman Place, Harrison, New York 10528	Perform a variety of clerical duties including the use of standard phone system

Essential Employees: General Town and Buildings (DPW)

Job Title	Number	Work Site	Description
General Foreman	1	5 Harrison Avenue, Harrison, New York 10528 Throughout Town	Supervises the work of skilled and unskilled personnel involved in two or more public works functions, such as construction and maintenance of roads, collection and disposal of refuse, maintenance of parks, and other public works activities.
Park Attendant	1	5 Harrison Avenue, Harrison, New York 10528 Throughout Town	Maintains watch over public property in parks, centers or facilities and is responsible for the maintenance and order of same.
Cleaner	5	5 Harrison Avenue, Harrison, New York 10528 Throughout Town	Performs routine manual work cleaning and caring for public buildings, parking structures and adjacent yards and sidewalks.
Laborers	2	5 Harrison Avenue, Harrison, New York 10528 Throughout Town	Performs routine unskilled manual laboring work such as cleaning, maintenance and repair assignments.
General Repairers	2	5 Harrison Avenue, Harrison, New York 10528 Throughout Town	Performs routine miscellaneous skilled repair work for the Town/Village involving standard building trades such as masonry, carpentry, plumbing, electrical and painting.
Lead Maintenance Mechanic (Electrical)	1	5 Harrison Avenue, Harrison, New York 10528 Throughout Town	Oversees and performs a variety of adjustments, inspections, installations and repairs to electrical equipment and systems within the Town/Village.

Essential Employees: Highway Department

Job Title	Number	Work Site	Description
Road Maintenance Foreman	4	5 Harrison Avenue, Harrison, New York 10528	Supervises and participates in the construction, maintenance and repair of roads. Supervision is exercised over Motor Equipment Operators, Laborers, and Road Maintainers.

Road Maintainers	18	5 Harrison Avenue, Harrison, New York 10528	Performs routine manual work in the repairing and resurfacing of roads.
Motor Equipment Operator	6	5 Harrison Avenue, Harrison, New York 10528	Performs recurring manual duties in connection with the operation of moderately complex motor equipment such as a tractor, truck with a power take off unit, power mower, snow loader, concrete mixer, snow plow, automobile or omnibus. Responsible for the safe and economical operation and care of equipment on assigned tasks.
Heavy Motor Equipment Operator	2	5 Harrison Avenue, Harrison, New York 10528	Performs recurring manual duties in connection with the operation of complex heavy motor equipment. Receives general direction from a supervisor but is responsible for the safe and economical operation and care of their equipment on assigned tasks.

Essential Employees: Parks Department

Job Title	Number	Work Site	Description
General Foreman	1	5 Harrison Avenue, Harrison, New York 10528	Supervises the work of skilled and unskilled personnel involved in two or more public works functions, such as construction and maintenance of roads, collection and disposal of refuse, maintenance of parks, and other public works activities.
Park Foreman	1	5 Harrison Avenue, Harrison, New York 10528	Supervises the maintenance and repair of park areas and recreation facilities and has immediate charge of a group of skilled, semi-skilled and unskilled workers engaged in park and recreation construction, development and major maintenance tasks. Work is of a semi-technical nature and requires the individual to supervise, and in some instances, perform landscaping, general repair and maintenance of park facilities.
Park Attendant	1	5 Harrison Avenue, Harrison, New York 10528	Maintains watch over public property in parks, centers or facilities and is responsible for the maintenance and order of same.
Laborers	5	5 Harrison Avenue, Harrison, New York 10528	Performs routine unskilled manual laboring work such as cleaning, maintenance and repair assignments.

General Repairers	1	5 Harrison Avenue, Harrison, New York 10528	Performs routine miscellaneous skilled repair work for the Town/Village involving standard building trades such as masonry, carpentry, plumbing, electrical and painting.
Road Maintainers	5	5 Harrison Avenue, Harrison, New York 10528	Performs routine manual work in the repairing and resurfacing of roads.

Essential Employees: Sanitation Department

Job Title	Number	Work Site	Description
General Foreman	1	5 Harrison Avenue, Harrison, New York 10528	Supervises the work of skilled and unskilled personnel involved in two or more public works functions, such as construction and maintenance of roads, collection and disposal of refuse, maintenance of parks, and other public works activities.
Motor Equipment Operator	4	5 Harrison Avenue, Harrison, New York 10528	Performs recurring manual duties in connection with the operation of moderately complex motor equipment such as a tractor, truck with a power take off unit, power mower, snow loader, concrete mixer, snow plow, automobile or omnibus. Responsible for the safe and economical operation and care of equipment on assigned tasks.
Heavy Motor Equipment Operator	2	5 Harrison Avenue, Harrison, New York 10528	Performs recurring manual duties in connection with the operation of complex heavy motor equipment. Receives general direction from a supervisor but is responsible for the safe and economical operation and care of their equipment on assigned tasks.
Sanitation Workers and Sanitation Drivers	18	5 Harrison Avenue, Harrison, New York 10528	Performs routine manual work in the collection of garbage, recycling and refuse.
Sanitation Dispatcher	1	5 Harrison Avenue, Harrison, New York 10528	Answering daily phone calls regarding sanitation schedules, work crew locations, and other general resident inquiries. Responsible for keeping a daily service call log. Dispatches work crews and vehicles as needed. Ability to send and receive messages via two-way radio and other devices. Responsible for maintaining computer application email, calendar, and spreadsheets pertaining to work assignments.

Essential Employees: Town Garage

Job Title	Number	Work Site	Description
Senior Automotive Mechanic	3	5 Gleason Place, Harrison, New York	Responsible for providing a wide variety of skilled mechanical repair, diagnostic and maintenance work on all types of automotive equipment, including heavy equipment vehicles such as tractor trailers, front end loaders, bulldozers, steam rollers, sweepers, etc. Responsible for carrying out a preventative maintenance programs on Town/Village vehicles and for the required maintenance and mechanical repairs on disabled equipment in the field.
Automotive Mechanic	5	5 Gleason Place, Harrison, New York 10528	Responsible for a wide variety of repair, diagnostic and maintenance work on all types of automotive equipment. Responsible for carrying out preventive maintenance programs on equipment and may be required to operate various types of automotive equipment.
General Foreman	1	5 Gleason Place, Harrison, New York 10528	Supervises the work of skilled and unskilled personnel involved in two or more public works functions, such as general repair and maintenance of Town owned vehicles, assist in emergency snow removal and public works activities.

Essential Employees: Engineering/Planning & Zoning

Job Title	Number	Work Site	Description
Town Engineer	1	1 Heineman Place, Harrison, New York 10528	Responsible for planning, organizing, and directing all Town/Village engineering functions and performs professional engineering work of a considerable degree of difficulty, complexity, responsibility and importance. May act as a consultant to the Town/Village Board, Supervisor/Mayor and/or Commissioner of Public Works on engineering matters.
Secretary of the Planning Board, Zoning Board of Appeals and the Architectural Review Board	1	1 Heineman Place, Harrison, New York 10528	Responsibilities include, but are not limited to, preparing and maintaining meeting agendas and minutes for all three boards, sending correspondence, receiving applications, processing and maintaining records of permit fees and initiating refunds of escrow accounts when necessary. Utilizes computer software applications in performing work assignments.

Non-Essential Employees: Engineering/Planning & Zoning

Job Title	Number	Work Site	Description
Assistant Civil Engineer Non-Essential	1	1 Heineman Place, Harrison, New York 10528	Under the general supervision of the Town Engineer, the Assistant Civil Engineer is responsible for providing professional engineering work involved with design, planning, estimating and supervision of construction of highways and their related structure, sewers, storm drains and water mains. Performs work on an independent basis but refers policy decisions or highly difficult engineering problems to the professional engineer supervising or directing their work.

Essential Employees: Fire Department

Job Title	Number	Work Site	Description
Fire Officers -All Ranks	6	206 Harrison Avenue, Harrison, New York 10528	Responsible for direct supervision of firefighting and prevention and salvage and rescue operations. Duties may include supervision of routine maintenance and custodial work on the station house and equipment, along with keeping stocked with supplies.
Fire Fighter	13	206 Harrison Avenue, Harrison, New York 10528	Responsible for firefighting and prevention and salvage and rescue operations. Duties are performed under the direct supervision of superior officers and may include routine maintenance and custodial work on the station house and equipment.
Volunteer Firefighters	30	206 Harrison Avenue, Harrison, New York 10528	Responsible for firefighting and prevention and salvage and rescue operations. Duties are performed under the direct supervision of superior officers and may include routine maintenance and custodial work on the station house and equipment.

Essential Employees: Bureau of Fire Prevention

Job Title	Number	Work Site	Description
Assistant Fire Inspector	2	1 Heineman Place, Harrison, New York 10528	Performs duties under the general supervision of the Fire Marshal and/or Building Inspector and assists in inspections of buildings and structures for compliance with local fire prevention ordinances. Assists in the investigation of fire hazards in commercial, residential and/or industrial properties and is expected to make appropriate recommendations to correct evidence of fire hazards as well as perform inspections for violations of fire laws, codes and ordinances. May respond to active call outs by Police and Fire for life safety violations.

Non-Essential Employees: Bureau of Fire Prevention

Job Title	Number	Work Site	Description
Assistant Fire Inspector	1	1 Heineman Place, Harrison, New York 10528	Performs duties under the general supervision of the Fire Marshal and/or Building Inspector and assists in inspections of buildings and structures for compliance with local fire prevention ordinances. Assists in the investigation of fire hazards in commercial, residential and/or industrial properties and is expected to make appropriate recommendations to correct evidence of fire hazards as well as perform inspections for violations of fire laws, codes and ordinances. May respond to active call outs by Police and Fire for life safety violations. Works remotely with the exception of being in the office once a week to perform certain tasks.
Office Assistant (Automated)	2	1 Heineman Place, Harrison, New York 10528	Provides clerical and office support associated with the functions of the assigned department. Operates a variety of computer applications, as responsibilities involve production and maintenance of both automated and manual files in various document formats. needs and has considerable interaction with the public. Works remotely with the exception of being in the office once a week to perform certain tasks.

Essential Employees: Information Technology

Job Title	Number	Work Site	Description
Coordinator of Computer Services	1	1 Heineman Pl, Harrison, New York 10528	Responsible for overseeing and coordinating computer system operations in the information technology department within the Town/Village. Maintains hardware and software and provides technical support/training for end users.

Non-Essential Employees: Information Technology

Job Title	Number	Work Site	Description
Assistant Systems Analyst	1	1 Heineman Pl, Harrison, New York 10528	Responsible for assisting in program and software support modifications and design. Provides project management and assessment. Assists with trouble shooting for end users. Works remotely with the exception of coming into the office once every week to perform certain tasks.

Essential Employees: Law Department

Job Title	Number	Work Site	Description
Town Attorney	1	1 Heineman Place, Harrison, New York 10528	The Town Attorney is the Chief Legal Officer of the Town of Harrison. Together with the Deputy Town Attorney, Village Attorney and Deputy Village Attorney, The Town Attorney is responsible for advising the Town/Village Boards, departments, officials and department heads concerning a wide variety of legal issues, including but not limited to, Town/Village ordinances, contracts, personnel matters, labor relations and claims against the Town/Village. The Town Attorney represents and defends the Town/Village, its various Boards and officials in state and federal litigation and acts as prosecutor on behalf of the municipality for matters involving code violations, small claims, vehicle and traffic matters and general litigation.

Village Attorney	1	1 Heineman Place, Harrison, New York 10528	The Village Attorney is responsible for advising the Town/Village Boards, departments, officials and department heads concerning a wide variety of legal issues, including but not limited to, Town/Village ordinances, contracts, personnel matters, labor relations and claims against the Town/Village. The Village Attorney represents and defends the Town/Village, its various Boards and officials in state and federal litigation and acts as prosecutor on behalf of the municipality for matters involving code violations, small claims, vehicle and traffic matters and general litigation.
Senior Office Assistant (Law)	1	1 Heineman Place, Harrison, New York 10528	Performs advanced level legal office/clerical duties including the preparation of legal briefs, memoranda, petitions, motions, subpoenas and numerous other legal documents. Completes legal research in support of the Town/Village Attorneys. Operates automated systems equipment and various software applications in the preparation and storing of legal documents and correspondence.

Non-Essential Employees: Law Department

Job Title	Number	Work Site	Description
Deputy Town Attorney	1	1 Heineman Place, Harrison, New York 10528	The Deputy Town Attorney is responsible for advising the Town/Village Boards, departments, officials and department heads concerning a wide variety of legal issues, including but not limited to, Town/Village ordinances, contracts, personnel matters, labor relations and claims against the Town/Village. The Deputy Town Attorney represents and defends the Town/Village, its various Boards and officials in state and federal litigation and acts as prosecutor on behalf of the municipality for matters involving code violations, small claims, vehicle and traffic matters and general litigation.
Deputy Village Attorney	1	1 Heineman Place, Harrison, New York 10528	The Deputy Village Attorney is responsible for advising the Town/Village Boards, departments, officials and department heads concerning a wide variety of legal issues, including but not limited to, Town/Village ordinances, contracts, personnel matters, labor relations and claims against the Town/Village. The Deputy Village Attorney represents and defends the Town/Village, its various Boards and officials in state and federal litigation and acts as prosecutor on behalf of the municipality for matters involving code violations, small claims, vehicle and traffic matters and general litigation.

Office Assistant (Automated)	1	1 Heineman Place, Harrison, New York 10528	Provides clerical support including the preparation of legal documents for the Town/Village Attorney's Office. Operates automated systems equipment and various software applications in the preparation and storing of legal documents and correspondence.
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Essential Employees: Library (Downtown and West Harrison Locations)

Job Title	Number	Work Site	Description
Library Director III	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Responsible for the management and administration of the library and for carrying out broad policy as established by the Library Board of Trustees. This is a chief administrative position involving responsibility for all library functions.
Principal Library Clerk	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Performs clerical work with specialized knowledge of library techniques and routines and has charge over planning, assigning and reviewing work of other clerical Library employees. Responsible for a variety of Library functions including circulation, technical services, compiling statistical reports for budgeting, etc.
Librarian II	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Performs professional Library duties in an assigned unit and is responsible for planning, directing and supervising specific library functions such as circulation and technical/audio services.
Librarian I	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Provides reference and reader's advisory services and instruction to Library users, performs cataloging, classification and record keeping, plans and conducts Library programs for adults and children.
Library Assistant	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Assists Librarian in providing reference services, cataloging, collection development, indexing etc. Creates public relations material including press releases and newsletters and conducts tours, book talks, multi-media programs and program scheduling.

Library Pages	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Assists in filing and shelving of books and media displays.
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Non-Essential Employees: Library

Job Title	Number	Work Site	Description
Librarian II	2	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Performs professional Library duties in an assigned unit and is responsible for planning, directing and supervising specific library functions such as circulation and technical/audio services.
Library Assistant	3	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Assists Librarian in providing reference services, cataloging, collection development, indexing etc. Creates public relations material including press releases and newsletters and conducts tours, book talks, multi-media programs and program scheduling.
Library Pages	1	2 Bruce Avenue, Harrison New York 10528 and 2 Madison Street, West Harrison, New York 10604	Assists in filing and shelving of books and media displays.

Essential Employees: Supervisor/Mayor and Town/Village Board Members

Job Title	Number	Work Site	Description
Supervisor/Mayor	1	1 Heineman Place, Harrison, New York 10528	This position is the Chief Fiscal and Chief Executive Officer of the Town/Village, responsible for the administration of Town affairs.
Personal/Confidential Secretary	1	1 Heineman Place, Harrison, New York 10528	Provides clerical and office support associated with the functions of the office of the Supervisor/Mayor. Worked remotely and in office through crisis.

Deputy Supervisor	1	1 Heineman Place, Harrison, New York 10528	Appointed by the Supervisor/Mayor, this position is the Chief Fiscal and Chief Executive Officer of the Town/Village in the absence of the Supervisor/Mayor. The Deputy Supervisor serves concurrently as a Councilperson/Trustee of the Town and Village Boards
Councilperson/Trustee	4	1 Heineman Place, Harrison, New York 10528	The Councilpersons of the Town Board serve concurrently as Trustees of the Village Board and are the legislative authority of the Town/Village of Harrison. They are responsible for setting policy, adopting the annual budget, approving contracts and expenditures, enacting Local Laws and Resolutions, and overseeing general operation of the Town/Village.

Essential Employees: Personnel/Benefits and Central Services

Job Title	Number	Work Site	Description
Personnel/Benefits Mgr.	1	1 Heineman Place, Harrison, New York 10528	Responsible for managing, administering, coordinating and the supervision of personnel functions for the Town/Village in areas such as civil service administration and reporting, employee benefits programs, labor agreement compliance and policy and procedure implementation. Also coordinates the provisions of FMLA, Workers' Compensation and other leave policies and procedures in accordance with Federal, State and Local Laws and related collective bargaining Agreements. Prepares and processes quarterly Medicare payroll and reports, Prepare and processes workers compensation forms from initial incident reporting to TPA and WC Board; Maintains personnel records and files, maintains HIPAA compliance, maintains Civil Service paperwork to WC County and acts as signing authority for the Municipality.
Personnel Clerk	1	1 Heineman Place, Harrison, New York 10528	Coordinates and performs specialized clerical tasks related to personnel management in accordance with established rules and procedures. Processes civil service and personnel forms, maintains employee records, establishes and maintains employee personnel files and processes benefit forms and records.

Intermediate Clerk	1	1 Heineman Place Harrison, NY 10528	Filing, answering phones, daily interoffice and mail processing; some filing and copying required. Support Staff
Intermediate Clerk	1	1 Heineman Place, Harrison, New York 10528	Perform a variety of clerical duties including the use of standard and automated systems equipment. Daily sorting and delivery of mail and interoffice correspondence

Essential Employees: Harrison Police Department

Job Title	Number	Work Site	Description
Chief of Police	1	650 North Street, Harrison, New York 10528	The Chief of Police is the Commanding Officer of the police force and administers the activities of the Harrison Police Department.
Captain of Police	1	650 North Street, Harrison, New York 10528	Works under the general supervision of the Chief of Police. Directs departmental operations including administration of policies and procedures and supervises the assignment and scheduling of operations and personnel in the Department. The Police Captain functions as the second in command and assumes the duties of the Chief of Police in his/her absence.
Police Lieutenant	4	650 North Street, Harrison, New York 10528	Assumes command during an assigned shift, directs the operations of the Harrison Police Department and supervises its operation according to established procedures and policies. Supervision is exercised over a substantial number of subordinate level police officers and a Lieutenant may assume the duties of Chief of Police in his/her absence.

Police Sergeant	8	650 North Street, Harrison, New York 10528	Works under the supervision of higher ranking officers and has immediate charge over the activities of Police Officers during an assigned shift. Serves as a first-line supervisor responsible for coordinating and supervising Police Officers to ensure that they are properly executing their individual and collective assignments and duties in a responsible, diligent manner in accordance with applicable laws and procedures.
Police Officer	53	650 North Street, Harrison, New York 10528	Responsible for the protection of lives and property and the enforcement of all laws and ordinances in the Town/Village. While work consists primarily of routine patrol tasks and is performed under the supervision of higher ranking officers, Police Officers are required to exercise sound, independent judgment by applying relevant laws, rules and regulations in the performance of their duties and in emergency situations.
Police Dispatcher	1	650 North Street, Harrison, New York 10528	Responsible for the operation of two-way communications system in the Harrison Police Department to monitor, receive, relay and record police alarms, intra-departmental calls, emergency calls, signals and other messages and to dispatch the appropriate emergency personnel and equipment to incidents and emergencies.
MIS	1	650 North Street, Harrison, New York 10528	Responsible for the continuity of technical services within the infrastructure of the Harrison Police Department.
Office Assistant Automated	1	650 North Street, Harrison, New York 10528	Provides clerical and office support associated with the functions of the assigned department. Operates a variety of computer applications, as responsibilities involve production and maintenance of both automated and manual files in various document formats.
Senior Office Assistant (Police Department)	1	650 North Street, Harrison, New York 10528	Responsible for a wide variety of office/clerical duties necessary for the efficient operation of the Harrison Police Department. Utilizing various computer software applications for the creation and maintenance of departmental files.

Non-Essential Employees: Harrison Police Department

Job Title	Number	Work Site	Description
MIS	1	650 North Street, Harrison, New York 10528	Responsible for the continuity of technical services within the infrastructure of the Harrison Police Department.
Intermediate Clerk	1	650 North Street, Harrison, New York 10528	Filing, answering phones, daily interoffice and mail processing; some filing and copying required. Support Staff
Office Assistant Automated	3	650 North Street, Harrison, New York 10528	Provides clerical and office support associated with the functions of the assigned department. Operates a variety of computer applications, as responsibilities involve production and maintenance of both automated and manual files in various document formats.
Laborers	1	650 North Street, Harrison, New York 10528	Performs routine unskilled manual laboring work such as cleaning, erecting traffic signs, and maintenance and repair assignments.

Essential Employees: Receiver of Taxes

Job Title	Number	Work Site	Description
Receiver of Taxes	1	1 Heineman Place, Harrison, New York 10528	Collects all taxes for the Town/Village. Assumes responsibility for the billing, receipt, recording and depositing of all taxes, assessments, penalties and interest payable to the Town/Village
Deputy Receiver of Taxes	1	1 Heineman Place, Harrison, New York 10528	Under the supervision of the Receiver of Taxes, the Deputy assists in the collection of all taxes for the Town/Village. Assists Receiver with the billing, receipt, recording and depositing of all taxes, assessments, penalties and interest payable to the Town/Village.

Essential Employees: Recreation

Job Title	Number	Work Site	Description
Assistant Superintendent of Recreation	1	251 Underhill Avenue, West Harrison, New York 10604	Assists the Superintendent of Recreation in performing important professional and administrative work in the field of recreation such as implementing major segments of the comprehensive recreation program. Assists in the planning, organizing, promoting, developing, implementing, directing and coordinating of public recreation and/or park programs and functions suitable to the needs and interests of the community.
Superintendent of Recreation	1	1 Heineman Place Harrison, NY 10528	Responsible for performing important professional and administrative work in the field of recreation, as the administrative head of a recreation department. This role includes planning, organizing, promoting, developing, implementing, directing and coordinating the public recreation and/or park programs and functions suitable to the needs and interests of the community and the planning for and utilization of desirable facilities.
Recreation Supervisor	1	270 Harrison Avenue, Harrison, New York 10528	Responsible for the organization, administration, planning, promotion, development, coordination, training and supervision of one or more major segments of the recreation and/or parks department programs.
Senior Recreation Leader	1	270 Harrison Avenue, Harrison, New York 10528	Directly responsible for a specific segment or segments of the recreation program, which is usually associated with a playground, recreation center or other indoor/outdoor facility.
Recreation Assistant	1	270 Harrison Avenue, Harrison, New York 10528	Assists higher level recreation personnel in the conduct of recreation activities. Performs routine tasks and related recreation work as needed.
Senior Office Assistant (Recreation)	1	1 Heineman Place, Harrison, New York 10528	Performs a wide variety of general office/clerical and financial record keeping functions associated with the Recreation Department and its programs. Maintains automated and manual department files, records, mailing lists, commission files, correspondence etc. Prepares payrolls for the department personnel and utilizes various computer software application in performing work assignments.

Non-Essential Employees: Recreation

Job Title	Number	Work Site	Description
Senior Recreation Leader	1	270 Harrison Avenue, Harrison, New York 10528	Directly responsible for a specific segment or segments of the recreation program, which is usually associated with a playground, recreation center or other indoor/outdoor facility.
Recreation Assistant	2	270 Harrison Avenue, Harrison, New York 10528 and 251 Underhill Avenue, West Harrison, New York 10604	Assists higher level recreation personnel in the conduct of recreation activities. Performs routine tasks and related recreation work as needed.

Essential Employees: Town Clerk

Job Title	Number	Work Site	Description
Town Clerk	1	1 Heineman Place, Harrison, New York 10528	The Town Clerk is the Records Management Officer and is the custodian of records responsible for active files, disposition of inactive records and protection of the archives. This position is also the Secretary of the Town Board responsible for preparing and maintaining minutes of Town/Village Board meetings. The Town Clerk issues various state licenses, town licenses and is the appointed Marriage Officer and Registrar of Vital Statistics.
Deputy Town Clerk	1	1 Heineman Place, Harrison, New York 10528	Under the supervision of the Town Clerk, the Deputy Town Clerk performs records management and is a custodian of records responsible for active files, disposition of inactive records and protection of the archives. The Deputy Town Clerk also assists the Town Clerks in preparing and maintaining minutes of Town/Village Board meetings. The Deputy Town Clerk issues various state licenses, town licenses and is the appointed the Deputy Registrar of Vital Statistics. The Deputy Town Clerk can assume the roles of the Town Clerk in his/her absence.
Senior Clerk	1	1 Heineman Place, Harrison, New York 10528	Performs a wide variety of clerical functions including processing forms, maintaining files and records, reviewing applications, etc.

EXHIBIT B

Description of Non-Essential Employee procedures for telecommuting.

The following procedures for Non-Essential Employee telecommuting are examples of procedures which the Town may implement in the event of a public health emergency. Many of these procedures are modeled upon the Town's staffing needs, experiences, public health recommendations and legal obligations faced by the Town during the COVID-19 pandemic. The Town recognizes that future public health emergencies may present different challenges and requirements and may require different solutions to protect the health and safety of employees and members of the public. The Town reserves the right to amend this policy as it determines necessary to address any future public health emergency.

Building Department:

Non-Essential Employees working remotely may be provided a laptop and cell phone in order to answer calls, process applications, scheduled essential inspections, provide support to Building Inspectors, review plans and perform other day-to-day essential operations. All laptops, when provided, will be set up to access Building Department files on the Town/Village server and IT remote support services may be available through AnyDesk software installed on all laptops.

Comptroller/Purchasing Department:

Non-Essential Employees may have remote access to all essential files and email via Town provided laptop. In addition, office telephone lines may be forwarded, thus enabling the employee to remain in contact with Town employees, other office staff and the Comptroller/Treasurer. Employees may be required work on-site periodically to process bi-weekly payroll in addition to performing other various responsibilities. When on site, employees may be required to wear a mask, maintain social distancing and sanitize hands frequently. All laptops may be set up to access Comptroller/Purchasing files/programs on the Town/Village server. IT remote support services may be available through AnyDesk software installed on all laptops.

Harrison Town Court:

The Harrison Town Court is subject to the operating guidelines set forth by the New York State Unified Court System. All Court employees at the onset of the COVID-19 Pandemic, including the Town Justices, were deemed "non-essential" by the Ninth Judicial District of the Unified Court System.

In the event of another emergency, and should the Unified Court System permit the Town Court to continue operating, Court personnel may have the capability to:

- Stagger shifts to ensure social distancing and reduce workplace density, with alternating "teams" of employees that do not come into physical contact with one another;
- Work remotely with laptop computers and a virtual private network connection to Town resources and court case management software. All laptops are set up to access Building Department files on the Town/Village server and IT remote support services are available through AnyDesk software installed on all laptops;
- Transfer incoming telephone calls from the public

Should the Unified Court System suspend operations of the Justice Courts amid a new pandemic or public health crisis [as it did during the initial COVID-19 shutdown (March to mid-May 2020)], Court employees will not be permitted to work from home or in-person on court-related matters. Requiring employees to do so could put the Town in direct contravention of the Orders of the Unified Court System or its Administrative Judges.

Department of Public Works (Administrative):

Non-Essential Employees may have remote access to all essential files and email via Town provided laptop. In addition, office telephone line(s) may be forwarded to Town provided cell phone, thus enabling the employee to remain in contact with Administration, Department Heads, field and support staff, and residents. Employees may be required to periodically work on-site to process Road Opening Permits, complete bi-weekly payroll for 100+ DPW employees and respond to field related emergencies. When on site, employee may be required to wear a mask, maintain social distancing and sanitize hands frequently.

Engineering Department:

Non-Essential Employees may be required to work remotely on laptops provided by the IT Department. When provided, all laptops will have direct access to the Town sever, email and Engineering Department files. IT remote support services may be available through AnyDesk software installed on all laptops. Office voicemails are accessible by calling in remotely. Voicemails are also converted to digital audio files and emailed to the intended recipient.

Information Technology:

Non-Essential Employees may be provided with remote access to office work stations using Sonic Wall UPN and Remote Desktop. Office phone lines may be forwarded to Town cell phones provided by this office.

Law:

Non-Essential Employees may work remotely on laptops provided by the IT Department. If provided, all laptops will have direct access to the Town sever, email and Law Department files. When necessary, all other files and mail will be scanned to the appropriate remote employee/attorney by essential staff members. IT remote support services are available through AnyDesk software installed on all laptops. Calls are fielded by essential personnel and voicemails are forwarded to the intended remote employee.

Library:

Non-Essential Employees, when needed, may work remotely on laptops provided by the IT Department. If provided, all laptops will have direct access to the Town sever, email and Library files. IT remote support services may be available through AnyDesk software installed on all laptops.

Harrison Police Department (Administrative):

Non-Essential Employees may work remotely on laptops provided by the IT Department. When provided, all laptops will have direct access to the Town sever, email and Department files. When necessary, all other files will be scanned or delivered to the appropriate remote employee by an essential staff member. Occasionally, following clearance by their direct Supervisor, remote employees may be call into the office. In that event, social distancing, masks and sanitation of work sites may be required.

Recreation:

Non-Essential Employees may work remotely on laptops provided by the IT Department. When provided, all laptops will have direct access to the Town sever, email and Recreation Department files. In lieu of typical physical activities, remote personnel may be responsible for creating online programs/contests for the general public. Cell phones may be provided to remote employees and office lines may be forwarded to those devices. Periodically, remote employees might be called into the office. Every effort will be made for those employees to work independently in addition to following all guidance on social distancing, mask wearing and work site sanitation.

EXHIBIT C

Procedures for staggering work shifts and/or maintaining social distancing of Essential Employees

The following procedures for staggering work shifts and/or maintaining social distancing for Essential Employees are examples of procedures which the Town may implement in the event of a public health emergency. Many of these procedures are modeled upon the Town's staffing needs, experiences, public health recommendations and legal obligations faced by the Town during the COVID-19 pandemic. The Town recognizes that future public health emergencies may present different challenges and requirements and may require different solutions to protect the health and safety of employees and members of the public. The Town reserves the right to amend this policy as it determines necessary to address any future public health emergency.

Assessor's Office:

The Assessor's Office comprises two Essential Employees whose work stations are more than 6 feet apart. In addition to the ability to social distance while both are physically present, when necessary, alternating shifts can be utilized without sacrificing operational capabilities.

Building Department/Bureau of Fire Prevention:

The Building Department/Bureau of Fire Prevention has the ability to fully staff the office with Essential Employees, while maintaining at least 6 feet of distance between work stations.

Community Services:

The Department of Community Services has a physical office and also operates at a satellite location for the purposes of food pantry distribution. While in the office, Essential Employee work stations are separated by more than 6 feet and plexiglass boards surround each desk. When food pantry services are required by a client, orders are packed by an employee and left outside for contactless pick-up by the client. Work stations and sites are regularly sanitized.

Comptroller's Office and Purchasing Department:

In the Comptroller's Office, Essential Employees may be staggered so that no more than two (2) individuals at a time will be present in order to maintain social distance guidelines. Employees not present during that rotation may still have the ability to perform their duties remotely via laptops and any other necessary equipment provided by the IT Office. The Purchasing Department comprises two individuals who may alternate in person duties every other week and may also have the same ability to work remotely during their scheduled work-from-home rotation.

Harrison Town Court:

The Harrison Town Court is subject to the operating guidelines set forth by the New York State Unified Court System. All Court employees at the onset of the COVID-19 Pandemic, including the Town Justices, were deemed "non-essential" by the Ninth Judicial District of the Unified Court System.

In the event of another emergency, and should the Unified Court System permit the Town Court to continue operating, Court personnel may have the capability to:

- Stagger shifts to ensure social distancing and reduce workplace density, with alternating “teams” of employees that do not come into physical contact with one another;
- Work remotely with laptop computers and a virtual private network connection to Town resources and court case management software. All laptops are set up to access Building Department files on the Town/Village server and IT remote support services are available through AnyDesk software installed on all laptops;
- Transfer incoming telephone calls from the public

Should the Unified Court System suspend operations of the Justice Courts amid a new pandemic or public health crisis [as it did during the initial COVID-19 shutdown (March to mid-May 2020)], Court employees may not be permitted to work from home or in-person on court-related matters. Requiring employees to do so could put the Town in direct contravention of the Orders of the Unified Court System or its Administrative Judges.

Department of Public Works (Administrative):

The Administrative Staff of the Department of Public Works comprises two full time employees, one of which is designated as an Essential Employee who may work on site 50% of the time and remotely the other 50% of the time. Staff may be required to wear a mask, maintain social distancing and sanitize their hands and work stations frequently.

Department of Public Works (General Town Buildings):

General Town Building employees may rotate work shifts weekly, with half appearing physically to perform usual duties while the other half remains at home. All employees will be required to wear masks, maintain social distancing and sanitize hands and work sites frequently. Only one employee per vehicle/equipment may be allowed and congregating in break areas and communal lunch areas may be prohibited.

Department of Public Works (Highway):

DPW Highway employees may rotate work shifts weekly, with half appearing physically to perform usual duties while the other half remains at home. All employees may be required to wear masks, maintain social distancing and sanitize hands and work sites frequently. Only one employee per vehicle/equipment may be allowed and congregating in break areas and communal lunch areas may be prohibited.

Department of Public Works (Parks):

DPW Parks employees may rotate work shifts weekly, with half appearing physically to perform usual duties while the other half remains at home. All employees may be required to wear masks, maintain social distancing and sanitize hands and work sites frequently. Only one employee per vehicle/equipment may be allowed and congregating in break areas and communal lunch areas may be prohibited.

Department of Public Works (Sanitation):

DPW Sanitation employees may rotate schedules so that each employee works a regular shift two (2) days per week and is home the other three (3) days that week. Garbage collection may be limited to once per week, recycling collection may remain once per week and bulk trash pick up may be suspended for the duration of the state of emergency. For routes normally comprising 3 employees, staff may meet enroute to limit close contact in truck cabs and to limit additional contact with other departments. Jumpers may not be allowed in the cab of the truck and congregating in communal break areas and lunch areas may be prohibited.

Department of Public Works (Town Garage):

DPW Town Garage employees may rotate work shifts, with a portion appearing physically to perform usual duties while the other portion remains at home. All employees may be required to wear masks, maintain social distancing and sanitize hands and work sites frequently. Only one employee per vehicle/equipment may be allowed and congregating in break areas and communal lunch areas may be prohibited.

Engineering/Planning & Zoning:

The offices of Engineering and Planning & Zoning comprise two Essential Employees who maintain social distancing by virtue of having two separate offices.

Harrison Fire Department:

Employees are encouraged to maintain social distancing at the firehouse and while in emergency response vehicles. Volunteers may be on standby and only called into work as needed.

Information Technology Department:

Employees of the IT Department may stagger in person work shifts so that only one staff member is present at any given time. Personnel not on site may be required to work remotely.

Law Department:

Essential Employees of the Law Department have the ability to socially distance by virtual of all work sites being at least 6 feet apart and/or in completely separate offices. Mask may be worn if entrance into another employee's office is necessary and all work sites may need to be sanitized regularly.

Harrison Public Library:

The Harrison Public Library may be staffed by 2 to 4 employees at each of the two buildings, utilizing rotating schedules to accept deliveries and answer phones. All other staff members may be set up for telecommuting. Typical staff duties may continue on a virtual basis and include ordering materials and e-resources, processing e-library cards, conducting virtual reference consultations, providing virtual library instructions and book discussions and participating in professional development skills training online. Regular communication meetings may be held via the platform Zoom in order to relay work assignments and review completed work. Curbside pick-up and drop off will be available to residents to substantially limit employee exposure.

Office of the Supervisor/Mayor:

The Supervisor/Mayor's Office comprises the Supervisor, who holds the concurrent title of Mayor, and a Confidential Secretary. The Supervisor/Mayor may work on site and the Confidential Secretary may be required to telecommute to perform regular duties.

Personnel/Benefits and Central Services:

Essential Employees may be able to maintain social distancing, wear masks and sanitize work stations regularly.

Harrison Police Department:

To the extent practicable, Essential Employees may be assigned to the same vehicle(s) daily. All shared work spaces and vehicles may need to be sanitized before and after all shifts utilizing appropriate products and techniques. In situations that do not allow for social distancing, masks may be required to be worn by employees.

Receiver of Taxes:

The office of the Receiver of Taxes comprises two Essential Employees who may stagger shifts so that only one staff member is in the office at any given time.

Recreation Department:

Essential Employees may maintain social distancing, wear masks and sanitize work sites/vehicles regularly. Only one person per vehicle may be permitted and every effort will be made to have staff work on projects individually and/or virtually.

Town Clerk's Office:

Essential Employees of the Town Clerk's office may maintain social distancing and stagger work shifts. The Town Clerk has a segregated office and the other two staff members may be required to stagger shifts on a daily basis. One may appear for a morning shift while the other telecommutes and in the afternoon, those roles could reverse.

EXHIBIT D

Procedure for the procurement of personal protective equipment (PPE) for Essential Employees

Personal protective equipment (PPE) and cleaning supplies are procured for all Town Buildings via the Department of Public Works. A requisition shall be completed for all needed supplies and signed by the Commissioner of Public Works. Requisitions are then submitted to the Purchasing Department for the issuance of a Purchase Order Number. Orders are then processed through the Purchasing Department with deliveries made to Town Hall (1 Heineman Place) or by pick-up from the vendor by the requisitioning foreman.

Suppliers include but are not limited to KRB, Amazon, Industries for the Blind, DTM Parts and Supply, Grainer, PG Sales, Home Depot, Harrison Paint Supply, Staples and Easter Bag and Paper. A list of vendors will be updated as needed and will depend largely on inventory availability.

At minimum, a ninety (90) day supply of PPE will be maintained at all times, with storage sites in both Town Hall – accessed through the Purchasing Department – as well as the DPW Central Garage. Whenever needed, departments can request supplies to keep in their respective offices, including by not limited to, boxes of masks, cleaning solutions, hand sanitizers, disinfectant sprays, etc. to be used freely and as needed by Town/Village personnel.

EXHIBIT E

Procedure following notice of employee exposure to communicable disease

In the event an employee is exposed to a known communicable disease, exhibits symptoms, or tests positive for such disease in the workplace, the Town/Village of Harrison shall follow the following protocol, which includes disinfection plans, work site closures, and the Town/Village of Harrison's policy regarding leave for employees for testing, treatment, isolation and quarantine related to the communicable disease.

Disinfection Plans for Work Sites

Regular office and workplace disinfection and cleaning. Hallways, stairwells, elevators and all other common areas will be cleaned and disinfected. Disinfection will be in accordance with guidance from the CDC and other authoritative agencies.

Work Site Closure(s):

Work site closures would begin with limiting access to the offices at:

Alfred F. Sulla, Jr. Municipal Building, 1 Heineman Place, Harrison, NY 10528
Harrison Police Department, 650 North Street, Harrison, NY 10528
Harrison Public Library, 2 Bruce Avenue, Harrison, NY 10528
Frank P. Sollazzo, Sr. Recreation Center, 270 Harrison Avenue, Harrison, NY 10528
Harrison Veterans Memorial Building, 210 Halstead Avenue, Harrison, NY 10528
Harrison Maintenance Garage, 5 Harrison Avenue, Harrison, NY 10528
Harrison DPW "Nike Base", 100 Park Lane, West Harrison, NY 10604
Leo Mintzer Recreation Center, 251 Underhill Avenue, West Harrison, NY 10604
Harrison Fire Department (District #2), 206 Harrison Avenue, Harrison, NY 10528
Harrison Fire Department (District #1), 95 Lake Street, West Harrison, NY 10604
West Harrison Public Library, 2 Madison Street, West Harrison, NY 10604

If office staff becomes infected with a communicable disease, the office may close for a thorough cleaning in accordance with guidance from the CDC and other authoritative agencies.

Leave Policy for Employee Testing, Treatment, Isolation and Quarantine

The Town/Village of Harrison intends to comply with all current Federal, State and local laws related to leave for employee testing, treatment, isolation and quarantine related to a communicable disease.

EXHIBIT F

Contact tracing protocol for Essential Employees

The Town/Village of Harrison has developed the following contact tracing protocol for Essential Employees. Specifically, an employee who has had immediate contact/exposure to or tested positive for any virus/disease/infection for which quarantine is required by a State or Federal government agency shall contact the head of the Town/Village Personnel Department immediately and shall fill out the required contact tracing form provided and return it within twenty-four (24) hours of receipt. A sample tracing form is attached.

TOWN OF HARRISON
VILLAGE OF HARRISON
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528
Telephone: (914) 670-3087
Fax: (914) 835-2013

Dear Employee/Visitor

In light of the [insert contagion] outbreak and pursuant to preventing the spread of illness, it is hereby ordered that effective immediately, Employees and/or Visitors meeting the following criteria shall not enter any Town/Village of Harrison Building:

- Individuals who reside in or have recently traveled to high-risk regions, as determined by State and/or Federal government agencies;
- Individuals who have been ask to or ordered to quarantine by any doctor, hospital or health agency;
- Individuals who have been diagnosed with, or have had contact with, anyone who has been diagnosed with [insert contagion]; and
- Individuals who are showing symptoms of [insert contagion] i.e. [insert symptoms] within the past 24 hours;

Following any quarantine/self-isolation period and prior to returning to work, Employees must obtain a negative test result and forward said result to the Personnel/Benefits Department.

Thank you.

Debra Scocchera
Personnel/Benefits Department

- Name: _____,
(print)
- Address: _____,
- Phone number: _____,
- Address of your Office/Building or the Office/Building that you are visiting:

- The date that you had contact with someone diagnosed with [insert contagion] and/or traveled to regions identified as high-risk: _____.

(signature)

(date)