



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Purpose

To ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, each New York State agency and authority must prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

The Ogdensburg Bridge and Port Authority will post a finalized plan by April 1, 2021 in (1) a clear and conspicuous location (e.g., Authority Employee bulletin boards where employees normally view information posted by the employer), (2) in the OBPA employee handbook, and (3) on the OBPA internet website.

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

Individual(s) Responsible for Maintaining this Plan:

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OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

A. Essential Personnel

Essential shall refer to a designation made that a public employee is required to be physically present at a worksite to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. The Executive Director will inform employees that they are essential.

Non-essential shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

B. Telecommuting

Protocol for telecommuting;

1. For the current COVID-19 pandemic, the Governor's Office of Employee Relations (GOER) has established a Statewide, uniform, pilot telecommuting program which outlines how agencies/authorities manage telecommuting. In the event of a future state disaster emergency involving a communicable disease, the agency/authority will receive direction from GOER on the rules and guidelines applicable to telecommuting but will take these steps in order to implement and operationalize any telecommuting program, where applicable, for the OBPA. The OBPA will periodically assess its technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.

Non-essential employees able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
4. Note that phone lines may need to be forwarded to off-site staff

C. Work Shifts/Schedules

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Ogdensburg Bridge and Port Authority will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

The OBPA will stagger employee schedules to limit potential gathering at time clock stations; provide health screening at the main entrance to the Administration building. Compressed workweek, which shortens the number of days in a workweek by lengthening the number hours worked per day. A 4-day 10-hr work week will be initiated for Bridge maintenance and administration.

Management of physical distancing requirements for OBPA employees when engaging with OBPA clients and visitors.

1. Customers/ Visitors will be required to have an appointment.
2. Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
3. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings
4. Close or limit access to common areas where employees are likely to congregate and interact such as the break room or entrance lobby

D. Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and. PPE which may be needed can include:

1. Masks
2. Face shields
3. Gloves
4. Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Employees will be provided training on the proper donning, doffing, cleaning (as appropriate) and disposal of PPE
3. Procurement of PPE



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
- b. OBPA will work to mitigate supply chain disruptions to meet this requirement
4. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored at the Administration Building storeroom in a manner which will prevent degradation
 - b. Employees will have immediate access to PPE in the event of an emergency
 - c. The supply of PPE will be monitored by to ensure integrity and to track usage rates.
5. Hand hygiene stations will be provided at every entrance of workplace, payroll time clocks, restrooms, break rooms.
6. OBPA will provide soap and warm water where environment permits; hand sanitizer will be provided in all other areas. Reminders will be issued at meetings to promote good hand hygiene. Supplies will be inventoried and checked daily.
7. Director of Operations/Maintenance Dept./Airport Manager will be responsible for maintaining a cleaning log. Summary log will be kept in office/ of Director of Operations/Airport Manager.
8. Employees who interact with the public will be provided one face covering per day, unless it is soiled or damaged, in which case they can request a new one.
9. Employees who do not interact with the public while working will be provided on face covering per week, unless it is soiled or damaged, in which case the employee can request a new one from the state agency or authority.

E. Exposure Protocol

In the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease the OBPA will perform exposure protocols in order to prevent the spread or contraction of such disease in the workplace. Current protocol requirements under the COVID-19 disaster emergency are as follows:

1. Implement mandatory remote or in-person daily health screening for COVID-19 contact or symptoms (e.g., questionnaire, temperature check) for in-person employees at or near the beginning of each workday.
2. Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.
3. Ensure the OBPA is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance.
4. Ensure screening staff are trained supervisory-level employees wearing appropriate personal protective equipment including at least a face covering and gloves, if the screening involves contact.
5. The OBPA will maintain a record of all OBPA employees who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- other health information is recorded or maintained. Record will be reviewed and secured on a daily basis.
6. Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
 7. Where practicable, maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.
 8. The OBPA will utilize engineering controls, safe work practices and PPE in order to minimize exposure in a future state disaster emergency caused by a communicable disease which will be dependent on the communicable disease that causes such disaster emergency.
 9. The OBPA will provide periodic updates, as information becomes available, on the communicable disease and its transmission as part of its exposure protocols in order to assist with reducing transmission.

Further, agencies/authorities and staff must abide by all additional directives from the Director of State Operations and Infrastructure memorandum, entitled, "[Employee Testing and Evaluation Protocols for COVID-19](#)", which includes cleaning and disinfecting protocols, as well as notification to health officials and potential employee contacts.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, The OBPA has established the following protocols:

- A. If employees are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. (This may change or need to be updated as CDC/NYS or Local Health Department requirements change.)
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employees are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
- B. If an OBPA employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. OBPA employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. Ogdensburg Bridge and Port Authority will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced. (This may change or need to be updated as CDC/NYS or Local Health Department requirements change.)
- C. If an employee has tested positive for the communicable disease that is the subject of the public health emergency:
 1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee exposures will be conducted
 - a. If an employee is confirmed to have the disease in question, Ogdensburg Bridge and Port Authority, Interim Executive Director or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel

The OBPA recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The OBPA will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public constituents will be disinfected at least hourly.
 - b. Janitors – workplace will undergo deep cleaning every day. High-risk areas (restrooms, break rooms, etc.) will undergo three cleanings per day. Employees will be required to clean and disinfect shared objects before and after use. Shared objects (e.g., payment devices), areas (e.g., break rooms), and/or surfaces (e.g., doors will be cleaned daily, at a minimum.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

Protocol for cleaning and disinfecting of an OBPA facility when someone has a COVID-19 diagnosis

- Close off areas used by the person who is sick.



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label.
- After cleaning, disinfect with an appropriate disinfectant on EPA List N: Disinfectants for Coronavirus (COVID-19) external icon. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces.
- EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once area has been appropriately disinfected, it can be opened for use.

F. Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which Ogdensburg Bridge and Port Authority is committed to reducing the burden on our employees and. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Ogdensburg Bridge and Port Authority will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Ogdensburg Bridge and Port Authority will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Ogdensburg Bridge and Port Authority will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Ogdensburg Bridge and Port Authority, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Ogdensburg Bridge and Port Authority, and as such are not provided with paid leave time by Ogdensburg Bridge and Port Authority, unless required by law.

Note: While the amount and types of leave available to an employee will be dependent on the particular disaster emergency that has been declared and any provisions of law that provide for leave under such circumstances, during the COVID-19 pandemic an employee's leave options included GOER quarantine leave, other applicable State policy, leave provided under the Families First Coronavirus Response Act and an employee's own leave accruals. Policy on available leaves will be established by the Department of Civil Service and/or GOER who shall provide guidance to the OBPA on how to instruct employees about available leaves.

G. Protocol for Documenting Work Hours/Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits, etc. This information may be used by Ogdensburg Bridge and Port Authority to support contact tracing within the organization and may be shared with local public health officials.

- a. These records will be maintained by the Senior Administrative Assistant's office.
- b. The Senior Administrative Assistant is in charge of accessing these records for the purposes of disease tracking and identifying potential exposures?



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- c. Records will be kept and preserved in a locked file in the Senior Administrative Assistant's office.
- d. The Senior Administrative Assistant will coordinate contact tracing and isolation of employees.

H. Protocol for Identifying Emergency Housing for Essential Employees

To the extent needed, the Executive Director/Chief Financial Officer will be the point of contact for the identification of emergency housing for essential employees and will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may be in need of such housing.

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Ogdensburg Bridge and Port Authority essential operations. If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Ogdensburg Bridge and Port Authority will coordinate with the St. Lawrence County emergency management office to help identify and arrange for these housing needs. Executive Director/Chief Financial Officer responsible for coordinating this.

I. Other Requirements Determined by the NYS DOH

Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.

- a. Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.
- b. When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- c. Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
- d. Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
- e. Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- f. Limit employee travel for work to only essential travel.
- g. Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- h. Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- i. Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
- j. Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high-risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".
- k. Exposed areas must be cleaned and disinfected in the event of an employee testing positive for COVID-19. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- l. CDC guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in your facility is suspected or confirmed to have COVID-19.



OGDENSBURG BRIDGE AND PORT AUTHORITY CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- m. Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.
- n. The OBPA will also comply with all executive orders and emergency regulations related to the state disaster emergency