

Public Employer Health Emergency Plan  
for  
**Cornell Cooperative Extension of  
Suffolk County**

Effective: April 1, 2021  
*(BOD Approved Plan – 3/17/2021)*

## Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, which requires public employers to adopt a plan for operations in a declared public health emergency involving a communicable disease. The plan includes identifying essential positions, facilitating remote work for non-essential positions, providing personal protective equipment, and supporting contact tracing protocols.

## Planning Assumptions

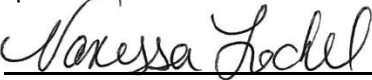
This plan was developed based on information, best practices, and guidance available on publication date.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and their families is of utmost importance
- The circumstances of a public health emergency may directly impact our operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission-essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, maybe heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services, may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the Governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a worksite to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a worksite to perform their job

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As the authorized official of Cornell Cooperative Extension of Suffolk County, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832, which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signature:   
Printed Name: Vanessa Lockel  
Title: Executive Director of CCE Suffolk  
Date: 3.18.2021

## Operations

The Executive Director and the Board of Directors hold the authority to execute and direct this plan's implementation. Implementation, monitoring of operations, and adjustments to plan may be supported by additional personnel at the Executive Director and Board of Directors' discretion.

Upon implementing this plan, all employees will be notified with details as necessary, with regular updates. Executive Director will maintain communications with the public, volunteers, vendors, and constituents as needed throughout this plan's implementation.

The Executive Director and the Board of Directors will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes, as necessary.

Upon resolving the public health emergency, the Executive Director and the Board of Directors will direct the resumption of normal operations or operations with necessary modifications.

Position	Name	Title
Executive Director	Vanessa Lockel	Executive Director
Secondary Emergency Contact	Valerie Smith	Human Resources Director
Workplace Health Coordinator	Chris Pickerell	Marine Program Director
Master Gardener Coordinator	Roxanne Zimmer	Association Resource Educator
Human Resources	Valerie Smith	Human Resources Director
IT Support	Rick Marino	IT Systems Administrator
Media Relations and Online Content Management	Judi Veeck	Public Affairs and Development Director
Site Contact – Main Headquarters, Griffing Ave.	Nora Catlin	Agriculture Program Director
Site Manager – Volker House	Zahrine Bajwa	Community Nutrition Director
Site Manager – Suffolk County Farm and Education Center and 4-H Youth Development Center	Vicki Fleming	4H Youth Development Director/Farm Administrator
Site Manager – Suffolk Marine Environmental Learning Center	Gregg Rivara	Association Sr. Issue Educator
Site Manager – Long Island Horticultural Research and Extension Center	Dan Gilrein	Associate Ag Program Director
Site Manager – Home Horticulture Diagnostic Lab at Bayard Cutting Arboretum	Alice Raimondo	Association Subject Educator I
Site Manager – Peconic Dunes 4-H Camp	Lexi Linn	Association Administrator
Site Manager – Western Suffolk Marine Education Program – Coindre Hall	Mary Foglia	Association Administrator
Site Manager – Tiana Bayside Facility	Hazel Wodehouse	Association Subject Educator II
Site Manager – Fuchs Preserve in Huntington	Ali Stevens	Association Subject Educator II
Site Manager – Western Suffolk EFNEP and EatSmart NY	Victoria Guadron	Association Program Educator
Site Manager – Sport Fishing Education Center	Tracy Marcus	Association Resource Educator
Site Manager – Goldstar Battalion Beach, Huntington	Barry Udelson	Association Resource Educator

## Essential Positions

The table below identifies the positions that are essential to be staffed at a worksite, e.g., Association office, agricultural operation, farm visits, marine operations, etc., for the continued operation of the Association.

- *Essential means an employee required to be physically present at a worksite to perform his or her job.*
- *Non-essential means an employee who is not required to be physically present at a worksite to perform their job.*

Some functions and associated personnel may be essential, but duties can be conducted remotely and therefore not identified.

Essential Function	Essential Positions/Titles	Justification for Each
Administration and Oversight Operations	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Board of Directors</li> </ul>	Develops and implements overall policy and procedures. Ensures all essential functions are maintained.
Business & Finance	<ul style="list-style-type: none"> <li>• Accounts Rep</li> <li>• Finance Coordinator</li> </ul>	Authorizes payment of bills and purchases, receives cash/check payments, deposits funds, prints and prepares checks and payments.
Information Technology	<ul style="list-style-type: none"> <li>• IT Administrator</li> </ul>	Establishes all IT task priorities and supports setting up hardware and software, network management, and troubleshoots IT issues and repairs.
Human Resources	<ul style="list-style-type: none"> <li>• HR Director</li> <li>• HR Coordinator</li> </ul>	Provides employee relationships and implements overall HR policy and procedures. Ensures all essential functions are accounted for and monitored.
ALL AG Staff	<ul style="list-style-type: none"> <li>• Ag Director</li> <li>• Program Assistants</li> <li>• Program Educator</li> <li>• Subject Educators</li> <li>• Resource Educators</li> </ul>	Staff maintains perishable plant materials and/or supports essential agricultural businesses with consultations, diagnoses, and other support. The Ag Program Director will adjust based on the needs of the program, and its staffing requirements (e.g., seasonal)
All Community Education Staff	<ul style="list-style-type: none"> <li>• Regional Project Director</li> <li>• Program Assistants</li> <li>• Program Educator</li> <li>• Subject Educators</li> <li>• Resource Educators</li> </ul>	The Community Education Program Director will adjust based on the needs of the program its staffing requirements (e.g., seasonal) in consultation with DOH
All Farm Management	<ul style="list-style-type: none"> <li>• Farm Administrator</li> <li>• Farm Worker I &amp; II</li> <li>• Farm Coordinator</li> <li>• Facilities Coordinator</li> <li>• Janitor/Custodian</li> </ul>	All Suffolk County Farm Management Staff are always essential (live animals)
All Marine Staff	<ul style="list-style-type: none"> <li>• Marine Director</li> <li>• Program Assistants</li> <li>• Program Educator</li> <li>• Subject Educators</li> <li>• Resource Educators</li> </ul>	The Marine Program Director will adjust based on the needs of the program, and its staffing requirements (e.g., seasonal)
All 4-H Staff	<ul style="list-style-type: none"> <li>• 4-H Director</li> <li>• 4-H Educ Program Manager</li> </ul>	The 4-H Program Director will adjust based on the needs of the program, and its staffing requirements (e.g., seasonal)
Cleaning, Sanitizing, and Maintenance	Buildings and Grounds Staff, Custodians and Cleaners	Performs cleaning, sanitization, and necessary upkeep and security of the building.

### **Remote Work and Staggered Shift Protocols**

Non-essential employees able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Implementing staggered shifts or flexible working hours may be possible for personnel performing duties necessary to be performed in the office but not necessarily during core business hours. When possible, the Association will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure.

The decision to alter business hours, restrict access to the building, or require some or all staff to work remote or staggered shifts shall be made by the Executive Director in consultation with the Board of Directors.

The Association may assign or require some or all staff to work remotely for part or all their weekday or workweek to reduce exposure to disease and best accommodate public health protective actions. Alterations to building access and how the public interacts with Association employees may also support these protections. Protective actions may include but are not limited to a building or office occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken following County and State Health Departments and CDC guidelines and requirements.

The Executive Director or Supervisors will notify staff of approval and assignment of remote work duties and work with IT to issue IT equipment necessary to facilitate remote work.

Employees may need to visit their usual work location to pick up mail, drop off paperwork, pick up supplies, etc., time in the building/office will need prior authorization. It must be minimized to control possible exposure, and duties will be completed remotely as directed whenever possible.

Regular virtual meetings will be held to provide opportunities for discussion with all staff on any issues encountered and monitor work progress.

Equipment will be provided through the IT contact for employees working remotely. Executive Director and Supervisors are responsible for determining their staff's needs and facilitating the necessary equipment distribution. The Executive Director must approve any purchasing in advance of committing funds.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) means all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons as appropriate to work functions of our employees.

Procuring personal protective equipment (PPE) sufficient to supply essential workers required to work within the office location with appropriate PPE devices needed for each work shift for at least six months.

The Association will make all efforts to mitigate supply chain disruptions by keeping an ample supply of Personal Protective Equipment (PPE) on hand and restocking PPE quickly to meet this requirement. The supply of PPE will be monitored to ensure the integrity of supply and to track usage

The facilities director or designee will determine what PPE items and cleaning supplies are necessary for the Association employees based upon their job duties.

Once established, the facilities director or designee will determine each PPE item and cleaning supplies necessary for each Association.

The facilities director or designee will work with the Executive Director, finance staff, and vendors to procure PPE and cleaning supplies at the best possible price/value, in volumes adequate to meet the Association's needs.

The facilities director or designee will be responsible for ensuring that proper PPE is available in sufficient supply for required applications and will ensure a six-month supply of PPE is maintained as required.

Surplus PPE and cleaning supplies will be stored in a dry, secure central location at 423 Griffing Avenue, Riverhead, NY 11901

Access to the surplus PPE by request to the facilities director, designee, or Executive Director. Access is restricted to ensure the accurate accounting of all supplies on hand. The facilities director or designee will be responsible for keeping accurate records and reporting.

### **Staff Exposures, Cleaning, and Disinfection**

The Association will follow all established local and state Department of Health and CDC guidelines. Based upon existing CDC guidance, we have established the following protocols:

#### **Staff Exposure**

An employee exposed to a known case of communicable disease that is the subject of the public health emergency but without symptoms should remain at home as advised by CDC/public health guidance for the communicable disease in question. Employees with work responsibilities aligned with remote work will be permitted to work remotely during this period. The exposed employee must notify the Executive Director or his/her designee immediately once they are informed of their need to quarantine.

#### **Staff Experiencing Symptoms**

An employee that exhibits symptoms of the communicable disease that is the subject of the public health emergency should be immediately separated from other employees, customers, and visitors and sent home with a recommendation to contact their health care provider.

Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their health care provider.

Employees should not return to work until they have met the criteria to discontinue home isolation per CDC, NYS Department of Health, or public health guidance and have consulted with a healthcare provider is advised.

An employee with symptoms must immediately notify the Executive Director or their designee of the circumstances and notify the employee's approval to return to work date before their return.

#### **Staff Diagnosis**

If an employee is diagnosed with a communicable disease or is the subject of a public health emergency, the employee should follow the appropriate steps from above. Employees diagnosed with a communicable disease must immediately notify the Executive Director or his/her designee of the test results. Human Resources will notify the employee with an approval to return to work date.

The Executive Director or designee will follow local, state, or federal notification procedures to assist with contact tracing and notification of close contacts of possible exposure. Confidentiality shall be maintained as required by law.

If an employee is diagnosed with the communicable disease, displaying symptoms, or reporting potential exposure areas occupied for prolonged periods and any common areas entered, surfaces touched, or equipment used by the employee will be closed off, cleaned, and disinfected immediately.

### **Cleaning and Disinfection**

The Association will follow established local and NYS Department of Health or CDC/public health guidance, recommendations, and requirements for the disease in question. Association will coordinate and cooperate with the local public health office for additional guidance and support as needed.

All employees are responsible for cleaning their personal workspaces. Shared workspaces must be cleaned at the end of working day/shifts, at a minimum.

The Executive Director will coordinate and establish cleaning guidelines and schedules for all the common areas' cleaning and sanitation. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task, as per established guidelines. Surfaces will be disinfected with products that meet the criteria for use against the disease in question and appropriate for that surface. Staff will follow instructions for cleaning products to ensure the safe and effective use of the products.

### **Leave Provisions**

Public health emergencies are extenuating and unanticipated circumstances in which the Association is committed to reducing our employees' burden when possible.

Additional leave provisions, e.g., for an employee to be tested, treated, or in isolation or quarantine, additional leave provisions may be enacted based upon need, guidance, and requirements in place by federal, state, or local employment laws FMLA, executive orders, and other potential sources. Additional leave protocols shall not involve any action that would violate federal, state, or local law, including sick leave or health information privacy.

### **Documentation of Work Hours and Locations**

It may be necessary to document each employee's precise work hours and locations to support contact-tracing efforts in a public health emergency. Identification of locations shall include on-site work and any off-site visits.

The Association may also maintain a list of all visitors, including dates and times of the visit, to assist in contact tracing should an employee or visitor diagnosed with the communicable disease after their visit.

The Association may use this information to support contact tracing within the organization. It may be shared with local public health officials as necessary to facilitate compliance with public health directives.

### **Housing for Essential Employees**

In the instance of a public health emergency when it may be necessary for essential employees to be lodged to help prevent the spread of communicable disease and protect these employees from potential exposures, the Association Executive Director will coordinate with the County Health Department to help identify appropriate alternative housing.