



## Division of Military and Naval Affairs

# 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.

Applicable agencies and authorities must post finalized plans by April 1, 2021 in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or 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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#### **Date of Posting:**

April 1, 2021

#### **Statutory Elements of the Plan:**

- A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.
  - *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.*
- A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.
  - *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.*



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- A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.
- A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- A description of the 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 in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
- A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.
- A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Any other public health requirements determined by the New York State Department of Health (DOH) that are designed to reduce transmission of infectious diseases, such as face coverings, contact tracing, diagnostic testing, social distancing, hand and respiratory hygiene, and cleaning and disinfection protocols.



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### **A. Essential Personnel**

What are the positions your agency or authority considers essential in the event of a state-ordered reduction of your in-person workforce? Please provide a list and description of the types of positions.

The Division of Military and Naval Affairs (DMNA) is a military organization called upon to support domestic operations. DMNA's mission often requires significant operational support (24/7/365). As such, most DMNA state employees are designated *essential personnel*. (Approximately three quarters of the agency's workforce is essential). Please refer to attached "Appendix/Workbook, Tab 1 (A. Essential Personnel)".

### **B. Telecommuting**

What are the protocols your agency or authority will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices? Please provide a description of these protocols as follows:

- Protocol for telecommuting;
  - *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 agency/authority.*
- Protocol for procurement, distribution, downloading and installation of needed technology; and
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones.

DMNA will follow and implement any directives and guidance provided by GOER for the roll-out and implementation of telework. DMNA has utilized case specific telework procedures during other domestic emergency responses. Best practices learned during the COVID-19 pandemic will be documented for future consideration should telework become necessary. It is DMNA's intent to procure laptops for all



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[employees designated as able to telework. It is not the intent of the DMNA to provide printing capabilities and telephones to all teleworking personnel. DMNA is a client of the Department of Defense \(DoD\) for telecommunications \(not ITS\). When DoD authorizes and provides access to systems to ease telework options \(i.e. Microsoft Teams\) these functionalities are made available to the DMNA state workforce. DMNA's Communications Office is available and able to allow for telephone extensions to be forwarded to mobile devices or personal phone lines. DMNA will periodically assess its technology needs for telecommuting and work with agency telecommunications office and, where necessary DoD and the Budget Office, to ensure appropriate information technology resources are available.](#)

### **C. Work Shifts/Schedules**

How will your agency or authority, to the extent possible, stagger work shifts or adjust work hours of essential employees in order to reduce overcrowding on public transportation systems and at worksites? Consider the following in developing your work shift/schedule adjustments, if applicable:

- *Will you need to alter working hours/shifts/schedules of essential employees?*
- *Will you need to split shifts or change operations to different days of the week?*
- *How will you manage engagement between employees and any clients and/or visitors at the worksite, accounting for physical distancing requirements, as applicable?*
- *How will you promote physical/social distancing in this type of operation or work setting?*
- *What common situations that may not readily allow for 6 feet of distance between individuals exist at the worksite (including employees, clients and essential visitors)?*

[In order to accommodate building density and general health and safety concerns, DMNA will remain flexible while still ensuring its ability to support the New York Military Forces \(NYMF\). Please refer to attached "Appendix/Workbook, Tab 2 \(C. Work Shifts/Schedules\)".](#)

### **D. Personal Protective Equipment**

What is the protocol your agency or authority will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift? You should consider different job groupings or responsibilities (e.g., patient/direct care, public-facing positions) when describing the protocol. Also, consider the following in developing your protocol:



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- *What is your plan for storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration?*
- *What will be your protocol for cleaning and/or disposal of PPE, to the extent applicable?*
- *How will you train employees on how to put on, take off, clean and disinfect (as applicable) and discard PPE?*
- *What is your plan for posting signage to remind employees of appropriate use of PPE?*

DMNA will follow the similar protocols it uses when procuring supplies and equipment for the NYS National Guard when activated to respond to an emergency. Requests will be submitted electronically to the DMNA Budget and Finance Procurement team who will then source and procure the needed PPE. The team is equipped to process these type of requests from their place of employment or remotely. If for some reason the staff is unable to process such request due to illness, DMNA will request assistance from the NYS Office of General Services relating to procurement.

As part of our 2020 COVID-19 pandemic response, DMNA has appropriated PPE stockage throughout the state to accommodate DMNA's mission. This supply includes face masks (both surgical and N95), hand sanitizer, gloves, Tyvek suits, plastic face guards and cleaning supplies. Further, at the start of and throughout any pandemic, additional supplies will be procured in accordance with (IAW) the NYS Department of Health (DOH) and or CDC requirements, to ensure each employee reporting to a worksite as essential can properly don gear required by their job duties and minimize exposure. Based on the guidelines, formulas for purchase amounts will be calculated. All purchasing and procurement will be accomplished IAW with NYS purchasing guidelines.

IAW Public Employee Safety and Health (PESH) bureau guidelines DMNA facility managers, the Health & Safety Program Managers (Army and Air), in coordination with Human Resources Officers, will track trend data available to assess hazards in the workplace associated with the pandemic condition (pathogen



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transmission process). The regular and ongoing assessment will determine the PPE needs and training as well as add to building density considerations. Purchasing appropriate PPE to meet the pathogen transmission data will be accomplished IAW NYS guidelines in coordination with the agency budget offices (state and federal). Based on market availability, the agency will target a 6-month stockpile. The appropriate facilities and operations personnel will regularly inspect agency's stockpile IAW with appropriate guidelines (CDC, PESH and manufacturer) to ensure its efficacy and supplies will be rotated, disposed of and/or replaced accordingly.

Training on the use of PPE and proper cleaning will be accomplished through online training and handouts. When necessary, in-person demonstration of proper techniques will be completed.

### **E. Exposure Protocol**

What is the 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 in order to prevent the spread or contraction of such disease in the workplace? Current requirements under the COVID-19 disaster emergency, as follows, should be taken into account in the description of your protocol:

- 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.
- Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.
- Ensure agency/authority is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance, including instructions to employees on when to return home and when to return to work.
- Ensure screening staff are trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment including at least a face covering and gloves, if the screening involves contact.
- Maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. Record must be reviewed and secured on a daily basis.
- Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.



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- 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.

The first step is always to protect the workforce. In the case of a reported COVID+ or any signs of illness, supervisors are directed to immediately send the individual home then isolate the potentially affected workspaces from others until facilities personnel can assess and address the situation. Isolate through closing doors and/or using signs directing all to remain out of space until authorized by facilities team. No one is to attempt to clean affected spaces on his or her own. Upon notification, DMNA Maintenance staff will assess the incident and determine appropriate disinfecting requirements. DMNA facilities personnel will utilize approved CDC protective outerwear, PPE, sanitizing equipment and chemicals per the EPA N list. In addition, DMNA facilities personnel sanitize common areas and high touch contact points multiple times throughout the workday, in accordance with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19". Individuals are encouraged to wipe down their own workspaces daily with provided appropriate cleaning supplies. DMNA facilities and operations personnel will be trained at each facility to properly clean and sanitize work areas. Depending on work location, this may be Facility Operation Assistants, Maintenance Assistants, General Mechanics, and or supervisory personnel. The facilities and operations personnel designated positions may change and or titles may be added to meet the specific pandemic situation. In each training, employees will be provided Right to Know (RTK) information about the process and cleaning agents. Additionally, employees will be advised where to find the information at their worksite and online.



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DMNA 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. DMNA 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. DMNA will implement protocols to address exposure and/or suspected cases IAW directives provided by GOER, DOH and/or the CDC. Please refer to attached "Appendix/Workbook, Tab 3 (E. Exposure Protocol)". DMNA will remain fluid and adjust protocols as necessary.

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.

- *What actions will be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched? What is your policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine?*
  - 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 agencies/authorities on how to instruct employees about available leaves.

### **F. Protocol for Documenting Work Hours/Locations**

How will your agency or authority document hours and work locations, including off-site visits, for essential employees? Your protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. You should also consider the following questions in describing your protocol:

- *How will these records be maintained?*
- *Who is responsible for maintaining these records?*





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- *Who will be in charge of accessing these records for the purposes of disease tracking and identifying potential exposures?*
- *If these records are in paper form, what are your protocols for preserving these records?*

DMNA will implement protocols IAW directives provided by GOER, DOH and/or the CDC for employees reporting to work locations. In addition, all supervisors will be required to provide human resources work schedules, to include rotational telework schedules, of employees reporting to worksites. The schedules must be updated when changes occur. Confirmation of changes or no changes must be submitted regularly, at least every two (2) weeks. Further, supervisors will ensure current procedures are being followed requiring state employees to sign-in and out every day they report to a work site. If an employee is in a travel status/reporting other than usual work site, they must notify their supervisor and sign-in/out as a visitor upon arrival at the location visited. Health screening protocols must be followed at each worksite to include when in a travel status.

The primary point of contact for questions and concerns for contact tracing is the State Human Resources Office (MNHS). All incidents of positive/infected individuals as well as employees in close contact with individuals must be reported to MNHS. The data will be tracked electronically to the extent practicable. As with COVID, the intent would be to maintain a secure online data system of all state and federal personnel infected or close contact to ease contact tracing and other tracking requirements/needs. Information provided by employees as well as available health screening data and sign-in sheets will be utilized to conduct contact tracing. The data will minimally include name, phone number, status (infected or close contact), quarantine or isolation location, symptomatic or asymptomatic, date placed in quarantine/isolation and date cleared from quarantine/isolation. Other data to be collected will be based on the specific pandemic. The database as well as any other electronic or handwritten records will be



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[maintained IAW state archive guidelines. Medical records provided by employees will be placed in an employee's separate medical file and maintained IAW state archive guidelines.](#)

### **G. Emergency Housing for Essential Employees**

How will you work with local officials to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace?

To the extent needed, [DMNA's Director of State Human Resources \(MNHS\)](#) will be the point of contact for the identification of emergency housing for essential employees. [The Director of MNHS](#) 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.

[In accordance with state finance rules, as well as any directives issued by GOER, DOH, State Operations or other executive leadership, DMNA human resources will work with local areas to identify emergency housing options \(for example, NYC Isolation Program\). Human resources will contact local supervisors, DOH or other available resources to help identify regional options. Where necessary, and if NYS travel or emergency procedures allow, the agency will help secure or authorize hotel accommodations for impacted personnel. DMNA will update this plan as well as available employee resources \(DMNA website and bulletin boards\) when resources specific to the pandemic are identified.](#)

### **H. 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.
  - 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.
  - 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



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- face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
- 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.
  - 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.
  - Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
  - Limit employee travel for work to only essential travel.
  - 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](#).
  - 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.
  - 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.
  - 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".
  - 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.).
  - 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.



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- 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.
- DMNA MNHS will utilize GOER and other resources available to ensure it maintains current contact information and resources available from the NYS DOH and, if applicable, CDC.
- DMNA MNHS will update online resources and distribute informational flyers for bulletin boards of any known guidance for maintaining personal, workplace and community safety.
- Each facility manager will ensure posting of all guidance issued from MNHS to include personal care guidance, pathogen awareness, and, if applicable, testing, vaccination, behavioral and financial support resources.
- DMNA MNHS will work to ensure information is provided to employees and is available for questions and concerns.
- DMNA will also comply with all executive orders and emergency regulations related to the state disaster emergency.
- DMNA is available to discuss the emergency disaster plans in labor-management meetings.
- Throughout any emergency disaster, DMNA will continue to comply with provisions of any applicable collective bargaining agreement and any applicable federal or state laws, rules and regulations.