

**RESOLUTION ADOPTING A RESPONSE PLAN FOR THE CITY OF TROY TO
IMPLEMENT IN FUTURE PUBLIC HEALTH EMERGENCIES**

WHEREAS, in consultation with the duly constituted bargaining representatives of its employees, the City of Troy has developed a Public Employer Health Emergency Plan to be implemented in future public health emergencies; and

WHEREAS, the 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; and

WHEREAS, these State laws require public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease; and

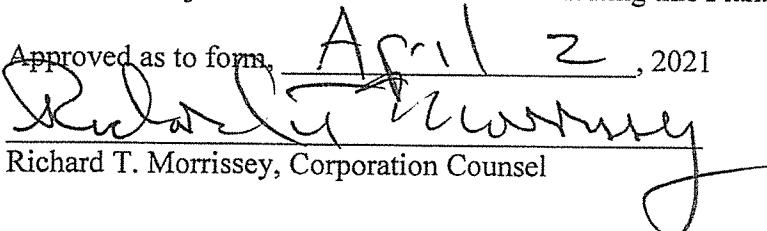
WHEREAS, the Plan includes provisions to identify essential positions, to facilitate remote work for non-essential positions, and to provide personal protective equipment, as well as protocols for supporting contact tracing, all in order that the City may continue to deliver vital government services in the event of a future pandemic; and

WHEREAS, this Plan has been developed exclusively for the City of Troy in the interest of the safety of its employees and contractors, and maintaining the continuity of its operations in public health emergencies.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Troy hereby adopts the Public Employer Health Emergency Plan, a copy of which is attached hereto, as the official response plan of the City of Troy to be implemented in the event of a future public health emergency; and

BE IT FURTHER RESOLVED, that the City Council extends its gratitude to Deputy Mayor Monica Kurzejeski for all her hard work in drafting this Plan.

Approved as to form, April 2, 2021


Richard T. Morrissey, Corporation Counsel

AYES: 7	NOS: 0	ABSTAIN: 0	ABSENT: 0
Troy City Clerk		Executive Action	
Sent to Mayor <u>April 2, 2021</u>		Approved <input checked="" type="checkbox"/> Date <u>04-08-2021</u>	
Received from Mayor <u>4/2/21</u>		Veto <input type="checkbox"/> Not Endorsed <input type="checkbox"/>	
City Clerk <u>Morogian</u>		Mayor <u>Mr. Tolius Mader</u>	

MEMO IN SUPPORT

This response plan has been developed in accordance with the requirements of NYS law, specifically 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. By these laws, public employers are now required to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The City's plan includes, among other things, the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

This plan was developed exclusively for and is applicable to the City of Troy. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Public Employer Health Emergency Plan for the **City of Troy, New York**

March 18, 2020

This plan has been developed in accordance with NYS legislation S8617B/A10832



Promulgation

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.

This plan has been developed with the input of City of Troy labor unions including PBA, UFA, UFCA, UPSEU, and COATS, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of The City of Troy, New York, 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.

Signed on this day:

By: Wm. Patrick Madden

Signature: _____

Title: Mayor

Record of Changes

Date of Change	Description of Change	Implemented by
1.19.2021	Final Draft	M. Kurzejeski
3.10.2021	Added to Exhibit E for NYS DOH Fire Service Agencies (requested by E. Wisher)	M. Kurzejeski

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Purpose, Scope, Situation Overview, and Assumptions

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, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the City of Troy, New York. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

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

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own 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, may be 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 work site 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 work site to perform their job

Concept of Operations

The Mayor of City of Troy, New York, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of The City of Troy, New York shall be notified by phone call, text, email or written notification, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents, businesses and property owners will be notified of pertinent operational changes by way of press releases, newsletters, social media notices, email, written communication or verbal communication. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Deputy Director of Public Information will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the City of Troy, NY, their designee, or their successor 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 resolution of the public health emergency, the Mayor of the City of Troy, NY, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the City of Troy, NY is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the City of Troy, NY

The City of Troy, NY has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the City of Troy, New York have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the city. Maintains the city's network and phone system.	1
Troy Police Department	Provide Public Safety for the community	1
Troy Fire Department	Provides Public Safety for the community and paramedic/ambulance services	1
Public Utilities & Garage	Maintains the operations and infrastructure of a regional water source. Garage provides maintenance to city fleet	1
Sanitation Department	Provides garbage and recycling services for the residents/businesses in the city	1
Streets Department	Maintains city streets and tree canopy	2
Code Enforcement	Maintain code compliance and help maintain safety in properties located in the city	2
Engineering	Maintain critical city infrastructure in the city limits	2
Comptroller	Provides the financial support to allow departments to operate	2
Facilities Department	Provides maintenance and repair to city building facilities	2
DPW Garage	Provides maintenance to the city fleet	1
Personnel Department	Provide services directly to the personnel – benefits/programs	2
Law	Provides legal back up and review for all city services and contracts	2
Traffic Department	Provide signage and signal maintenance within the city limits	2
Parks Department	Maintains and repairs all city parks and recreation areas	2
Planning Department	Provides internal and public review of all projects presented in the city	4

Housing Department	Provides infrastructure improvements, HUD funding including Eco/Dev and HOMES programming, federal granting mechanism	4
Mayors Office	Provides overall operations command	1
City Council	Provides legislative approval is required	3
Assessor	Maintains property rolls and property assessments	4
Purchasing	Provides administrative support for purchasing goods and services	2

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The worksheet attached as Exhibit A identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and will be coordinated as such dependent on the State of Emergency and Executive Order created.

Reducing Risk through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation. The City of Troy through the early stages of the pandemic and the spike that was seen late in 2020 implemented return to work and densification plans for departments that includes protocols around cleaning, vehicles, social distancing, reporting for work, etc.. Examples of these plans are attached as Exhibit B.

Remote Work Protocols

Non-essential employees and contractors 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
 - i. Note that phone lines may need to be forwarded to off-site staff

Attached, as Exhibit C, is the policy created to outline remote work options for city of Troy essential and non-essential employees. Depending on the nature of the State of Emergency and the subsequent Executive Orders issued options such as split shifts; platooning departments for split shifts; creation of emergency work only details; and alternative deployment locations to divide up work force; will be considered and reviewed to maintain essential operations in the most efficient and economical manner.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the

public interacts with City employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As 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, City of Troy, New York 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

If implemented the Mayor's office, Commissioners and Department Supervisors will outline the plan and take steps with the appropriate agencies and or property owners to ensure protocols are followed.

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 contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

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 contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - 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 and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Deputy Mayor, Comptroller and Commissioners will determine the amount of PPE required for the emergency and take inventory of existing stock to determine what is needed in supplies. Work with other governments and agencies to implement "piggy backing" initiatives to provide procurement opportunities and the ability of bulk purchasing to reduce costs. Procurement standards will be maintained to the extent possible even during a State of Emergency which would enable purchasing to occur immediately. PPE will be inventoried and departments canvassed on a monthly basis. Storage of the equipment will be in multiple locations to allow ease of access. Commissioners will have a small supply of equipment readily available and large quantities will be stored at City Hall. A supply requisition will need to be completed to obtain PPE for departments. The requisition will be done through the City Comptroller's office and approved by the Commissioners, Deputy Mayor and Comptroller. An example of the PPE Order sheet is attached as Exhibit D.

Staff Exposures, Cleaning, and Disinfection

The City of Troy, NY has implemented a COVID Health and Safety Facility Plan in response to the COVID-19 Pandemic (Exhibit E). Included in this Exhibit, specific to Fire Service Agencies, an example is included that outlined guidance for operations during the COVID-19 pandemic. During a health emergency in the future, these policies can be modified and adopted to adhere to the State of Emergency and Executive Orders presented by the Federal or NYS Governments.

Staff Exposures

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

- A. If employees or contractors 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 contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Department Supervisors, Commissioners and the Deputy Mayor must be notified of any employees and contractors who have been quarantined or exposed.
 - c. 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 contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor 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.
- e. The Department Supervisors, Commissioners and the Deputy Mayor will determine the outcome of these circumstances and any protocol that might need to be followed if an essential employee is required to work

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

- 1. Employees and contractors 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 and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
- 3. 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. City of Troy, New York 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.
- 6. Department Supervisors, Commissioners and the Deputy Mayor must be informed in these circumstances and will be responsible for ensuring these protocols are followed

C. If an employee or contractor 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.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
- 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Department Supervisors, Commissioners and/or the Deputy Mayor will work with the County Department of Health to determine any contacts of their possible exposure. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- 4. Department Supervisors, Commissioners and the Deputy Mayor must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We 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. City Facility's Department and/or the Department staff is responsible for cleaning common areas, and the frequency of such is determined by city wide policy relative to cleaning facilities.
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.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.
6. Cleaning logs will be maintained for identified areas and available for inspection. (Exhibit F)

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the City of Troy, New York is committed to reducing the burden on our employees and contractors. 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.

Employees should not come to work if they are sick.

If an employee is showing symptoms of COVID-19 (see list of updated symptoms at <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>) they should seek diagnostic testing and remain away from work until obtaining a negative test result and no longer experiencing symptoms. Such employee may be entitled to up to 14 calendar days of COVID-19 pay.

If an employee is contact traced by the Department of Health, or under a precautionary or mandatory quarantine order, he/she should follow the guidance provided by the Department of Health and communicate this information to their department head. Such employee may be entitled to up to 14 calendar days of COVID-19 pay.

If an employee is asymptomatic and is not subject to a precautionary or mandatory quarantine, but elects to get a COVID test anyway, such employee must remain away from work until obtaining a negative test result. Under these circumstances, the employee will be required to use their accruals. If the test result is positive for COVID-19, the employee may be entitled to up to 14 calendar days of COVID-19 pay to reimburse their accruals used.

In response to the COVID-19 pandemic, the following policy was adopted through legislation allowing a full-time City employee who needs to utilize their full accruals for matters related to the Coronavirus to go in to a deficit with the ability to use future accrual earnings to "payback" the deficit. By doing this it will ensure that employees will continue to earn their full earnings during the ongoing pandemic.

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.

The duration of the COVID-19 pandemic required some adjustments to personnel leaves and vacation planning and usage. A policy was adopted for the city employees and is available as **Exhibit G** attached.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the City of Troy, New York, and as such are not provided with paid leave time by the City of Troy, New York, unless required by law.

Documentation of Work Hours and Locations

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

All employees working additional hours or a modified schedule due to the health emergency should document their time sheets with the payroll code identified for the crisis. The Deputy Mayor and the Comptroller's Office will work with the Supervisors of each department and the Payroll Office to provide in the information needed to efficiently document payroll for data collection and or reimbursement in the future.

Housing for Essential Employees

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 City of Troy, NY's 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, City of Troy, NY will coordinate with the Rensselaer County Department of Health and Emergency Services to help identify and arrange for these housing needs. This work will be coordinated through the Deputy Mayor's office.

EXHIBIT A

EMPLOYEE LISTING BY DEPARTMENT

Exhibit A

1010	Cummings, Anasha B.	City Council Member	12. Essential govt services (ESD)
1010	Gulli, James J.	City Council Member	12. Essential govt services (ESD)
1010	Steele, Susan	City Council Member	12. Essential govt services (ESD)
1010	McPherson, Kimberly J.	City Council Member	12. Essential govt services (ESD)
1010	McDermott, Eileen	City Council Member	12. Essential govt services (ESD)
1010	Mantello, Carmella R.	Council President	12. Essential govt services (ESD)
1010	Zalewski, Kenneth	Council President Pro Tem	12. Essential govt services (ESD)
1010	Quinn, James L.	Legislative Assistant	12. Essential govt services (ESD)
1210	AMOS, Laura	Confidential Assistant to the Mayor	12. Essential govt services (ESD)
1210	SALKA, John J.	Deputy Director of Public Information	12. Essential govt services (ESD)
1210	KURZEJESKI, Monica	Deputy Mayor	12. Essential govt services (ESD)
1210	Madden, William P.	Mayor	12. Essential govt services (ESD)
1315	PIOTROWSKI, Andrew M.	City Comptroller	7. Financial Institutions (ESD)
1315	SKIBA, Selena M.	Chief Account Clerk	7. Financial Institutions (ESD)
1315	QUINN, MaryBeth E.	Accountant	7. Financial Institutions (ESD)
1315	BEAULAC, Sandra D.	Head Account Clerk	7. Financial Institutions (ESD)
1315	HOYT, Jeanne	Head Account Clerk	7. Financial Institutions (ESD)
1315	ROUNDS, Marrie L.	Principal Account Clerk	7. Financial Institutions (ESD)
1315	PISKUTZ, Nancy J.	Principal Account Clerk	7. Financial Institutions (ESD)
1315	CUNNINGHAM, Cynthia M.	Payroll Clerk	7. Financial Institutions (ESD)
1315	ROSEN, Vickie L.	Senior Data Entry Machine Operator	7. Financial Institutions (ESD)
1315	GANC, JoAnn D.	Account Clerk	7. Financial Institutions (ESD)
1315	PALMER, Laurie A.	Data Entry Machine Operator	7. Financial Institutions (ESD)
1320	Nesich, Jeffrey W.	City Auditor	7. Financial Institutions (ESD)
1325	MIDURA, Katlynn	Senior Cashier	7. Financial Institutions (ESD)
1325	LUCE, Mary Ellen	Cashier	7. Financial Institutions (ESD)
1325	CONNOLLY, Deborah M.	Account Clerk	7. Financial Institutions (ESD)
1325	YARDE, Emma M.	Account Clerk	7. Financial Institutions (ESD)
1345	MAHONEY, Claudia A.	Purchasing Agent	7. Financial Institutions (ESD)
1355	MARTIN, Sharon	City Assessor	14. Professional Services with extensive restrictions (ESD)
1355	BELL, Cheryl A.	Assessment Clerk	14. Professional Services with extensive restrictions (ESD)

A1355-102		Magur, Amy L.	Real Property Appraisal Aide	extensive restrictions (ESD)
	1410	ALSARRAF, Julia	Deputy City Clerk	14. Professional Services with extensive restrictions (ESD)
	1410	Drogan, Mara K.	City Clerk	12. Essential gov't services (ESD)
	1410	Wells, Sharon	Assistant to the City Clerk	12. Essential gov't services (ESD)
	A1410-102		Bingo Inspector PT	12. Essential gov't services (ESD)
A1410 City Clerk		1420 MORRISSEY, Richard T.	Corporation Counsel	12. Essential gov't services (ESD)/14. Professional Services with extensive restrictions (ESD)
		1420 FOLEY, Matthew P.	Deputy Corporation Counsel	12. Essential gov't services (ESD)/14. Professional Services with extensive restrictions (ESD)
		1420 VINCELETTE, Daniel G.	Deputy Corporation Counsel	12. Essential gov't services (ESD)/14. Professional Services with extensive restrictions (ESD)
		1420 FINAN, Alaina M.	Deputy Corporation Counsel	12. Essential gov't services (ESD)/14. Professional Services with extensive restrictions (ESD)
		1420 Sorensen, Cindy S.	Private Secretary to Corporation Counsel	12. Essential gov't services (ESD)/14. Professional Services with extensive restrictions (ESD)
		1420 HAGY, Mary K.	Title Searcher	12. Essential gov't services (ESD)/14. Professional Services with extensive restrictions (ESD)
A1420 LAW		1430 DROZD, Marian	Personnel Associate	11. Essential Services necessary to maintain health and safety/12. Essential gov't services (ESD)
		1430 SULLIVAN Sr., Michael J.	CS Comm. Member	11. Essential Services necessary to maintain health and safety/12. Essential gov't services (ESD)
		1430 FOGARTY, Ellen	CS Comm. Member	12. Essential gov't services (ESD)
		1430 RAUH, William E.	CS Comm. Member (Chair)	11. Essential Services necessary to maintain health and safety/12. Essential gov't services (ESD)
		1430 MAHONEY, Gabrielle A.	Personnel Officer	11. Essential Services necessary to maintain health and safety/12. Essential gov't services (ESD)
A1430 PERSONNEL/CIV		1430 CHRISTIANSEN, Cheryl A. (New Position 04/01/21)	Personnel Technician	
			Health & Safety Coordinator	

1440	DICKINSON, Todd E.	Project Supervisor	11. Essential Services necessary to maintain safety (ESD)
1440	GARDNER, Latasha W.	Head Account Clerk	11. Essential Services necessary to maintain safety (ESD)
1440	MacLasco, Chip	Engineering Aide	11. Essential Services necessary to maintain safety (ESD)
1440-102	Wilkie, Douglas	Mechanical Electrical Systems Coordinator	11. Essential Services necessary to maintain safety (ESD)
1440-102	VERA, Aaron	City Engineer P/T	11. Essential Services necessary to maintain safety (ESD)
A1440 OGS/ADMIN		Commissioner of General Services	9. Essential Services (ESD)
1490	Wojton, Jr., Charles Z.	Senior Account Clerk	7. Financial Institutions (ESD)
1490	BESSETTE, Colleen M.	Building Maintenance Supervisor	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	KILEY, Sean M.	Building Maintenance Mechanic	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	FERRA, Nicholas A.	Building Maintenance Person	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	DELISLE, Marc A.	Building Maintenance Person	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	DUNCAN, Scott R.	勞工	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	WRIGHT, Kenneth M.	勞工	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	GONZALEZ, Guillermo	勞工	5. Essential Services (ESD)/11. Essential Services (ESD)
1620	Mills, Cedric C.	勞工	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	Hooley, Sean J.	Supervisor of Equipment Repair	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	CARBONARO, Renato G.	Senior Automotive Mechanic	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	Lynch, Scott M.	Auto Mechanic	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	HART, Ethan M.	Welder	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	MORINE, Bernard C.	Senior Auto Mechanic Helper	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	ROUSSEAU, Scott A.	Auto Mechanic Helper	5. Essential Services (ESD)/11. Essential Services (ESD)
1640	HART, Christopher W.	Auto Mechanic Helper	5. Essential Services (ESD)/11. Essential Services (ESD)
A1620 OGS/Facilities			
A1640 OGS/CENTRAL GARAGE			

				Services (ESD)
1640	Hillebrandt, Shawn M.	Auto Mechanic Helper		5. Essential Services (ESD)/11. Essential Services (ESD)
		Computer Network Manager		2. Essential Infrastructure (ESD)
		Programmer Analyst		2. Essential Infrastructure (ESD)
		Programmer Analyst		2. Essential Infrastructure (ESD)
		Data Communications Analyst		2. Essential Infrastructure (ESD)
		Computer Support Technician		2. Essential Infrastructure (ESD)
		Programmer Analyst (Temp)		2. Essential Infrastructure (ESD)
		Confidential Secretary to the Police Chief		
		Administrative Assistant		7. Financial Institutions (ESD)
		Animal Control Officer		11. Essential Services necessary to maintain safety (ESD)
		Junior Administrative Assistant		
		Video Clerk		11. Essential Services necessary to maintain safety (ESD)
		Video Clerk		11. Essential Services necessary to maintain safety (ESD)
		Auto Mechanic		5. Essential Services (ESD)/11. Essential Services (ESD)
		Senior Account Clerk		7. Financial Institutions (ESD)
		Senior Account Clerk		7. Financial Institutions (ESD)
		Community Service Liaison		
		Data Entry Machine Operator		
		Property Room Coordinator P/T		
		Automotive Mechanic P/T		11. Essential Services necessary to maintain safety (ESD)
		Automotive Mechanic Helper P/T		5. Essential Services (ESD)/11. Essential Services (ESD)
		Senior Data Entry Machine Operator P/T		
		Discovery Coordinator		11. Essential Services necessary to maintain safety (ESD)
		Police Matron P/T		11. Essential Services necessary to maintain safety (ESD)
				RES25
A3120 POLICE (CIVILIANS)				
1680	MAHONEY, Quinn M.			
1680	RICHBURG, Belinda A.			
1680	CATALLIER, Michael			
1680	WINAROWSKI Jr, Joseph S.			
1680-102	Davis, Susan			
3120	CARLEY, Mary C.			
3120	NAZARIO, LORENA M.			
3120	McDONOUGH, Kevin D.			
3120	LLOYD, Cindy R.			
3120	Adamo, Mark			
3120	VACANT (New Position 2020)			
3120	SKOTNICKI, Walter E.			
3120	O'MELIA, Karen M.			
3120	MILES, Michele L.			
3120	LaBARGE, Meghan J.			
3120	SORINO, Teri R.			
3120-102	GILLETT, William			
3120-102	Paloski, Robert J.			
3120-102	RIVAGE, Dylan D.			
3120-102	MIELE, Mary M.			
3120-102	RYAN, John D.			
3120-102	TERRY, Radmilla			

3120-102	BUSSING, Maygen	Police Matron P/T	11. Essential Services necessary to maintain safety (ESD)
3120-102	ANDERSON, Barbara J	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	RANCOURT, Deborah A	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	ROSSI, James E.	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	SMARRO, Felicia	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	GERVAIS, John J	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	EDWARDS, Charles B	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	MCNALL, Deborah	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	Ciccone, Elizabeth L.	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3120-102	Wood, Andrea K.	School Traffic Officer / PT	11. Essential Services necessary to maintain safety (ESD)
3310	WANGLER, William C.	Traffic Control Supervisor	5. Essential Services (ESD)/ 9. Construction
3310	LYNCH, John L.	Electronic Technician	5. Essential Services (ESD)/ 9. Construction
3310	DAURIO, Peter A.	Sign Maintenance Person	5. Essential Services (ESD)/ 9. Construction
3310	POWERS, John F.	Sign Maintenance Person	5. Essential Services (ESD)/ 9. Construction
3310		Maintenance Helper	5. Essential Services (ESD)/ 9. Construction
A3310 OGS/TRAFFIC	3320	CULLITON, Daniel J.	Parking Operations Supervisor
A3410 Fire (Civilians)	3410	Lapishka, Peter J.	Fire Equipment Mechanic
A3610 OGS/Parking	3410	DeVIDDO, Jo Ann M.	5. Essential Services (ESD)/11. Essential Services (ESD)
	3410	Matthews, Kathleen E.	Personnel Technician
	3610	WILKE, Douglas	Account Clerk
	3610	HEROUX, Paul	Board of Elec. Examiners
			7. Financial Institutions (ESD)
			Board of Elec. Examiners

3610	FINELLI, JOHN D.	Board of Elec. Examiners	11. Essential Services necessary to maintain safety (ESD)
3610	MULLIGAN, Gary	E & S Board of Plumbers	11. Essential Services necessary to maintain safety (ESD)
3610	STRIFE, Timothy	E & S Board of Plumbers	11. Essential Services necessary to maintain safety (ESD)
3610	MCELLIGOTT, Matthew	E & S Board of Plumbers	11. Essential Services necessary to maintain safety (ESD)
3610	Drogan, Mara K.	Secretary to Board of Elec. Examiners	11. Essential Services necessary to maintain safety (ESD)
3610	Drogan, Mara K.	Clerk Examining Board of Plumbers	11. Essential Services necessary to maintain safety (ESD)
3620	SHEERAN, David W.	Principal Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	SORRIENTO, Vittorio 'Carlo'	Plans Examiner	11. Essential Services necessary to maintain safety (ESD)
3620	MOONEY, Kevin M.	Senior Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	FRENCH JR, William R.	Senior Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	LANCE III, James E.	Senior Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	CIOFFI, Eric A.	Assistant Building Plans Examiner	11. Essential Services necessary to maintain safety (ESD)
3620	LAWLOR, Marc P.	Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	Waugh, Adrienne M.	Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	FERRARO, Eric J.	Assistant Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	BETTIT, Michael J.	Assistant Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620		Assistant Code Inspector	11. Essential Services necessary to maintain safety (ESD)
3620	BOMBARD, Tara A.	Housing Code Technician	11. Essential Services necessary to maintain safety (ESD)
3620		Senior Account Clerk	11. Essential Services necessary to maintain safety (ESD)
4020	A4020 VITAL STATISTICS	Mulinio, Heather L.	12. Essential gov't services (ESD)
4020		Lombardo, Melissa E.	12. Essential gov't services (ESD)
5110	E5110 OGGS/STRE	DINARDO Jr., Joseph R.	9. Essential Services (ESD)
5110		MARTIN, Joseph D.	9. Essential Services (ESD)
5110		VALENTI, Joseph J.	9. Essential Services (ESD)
			9. Essential Services (ESD)

5110	ABBOTT, Keith H.	Motor Equipment Operator (Heavy)	9. Essential Services (ESD)
5110	O'Brien, Lawrence M.	Motor Equipment Operator (Heavy)	9. Essential Services (ESD)
5110	MORINE, Robert C.	Motor Equipment Operator (Light)	9. Essential Services (ESD)
5110	LAMBERTSEN, Kyle M.	Motor Equipment Operator (Light)	9. Essential Services (ESD)
5110	Perry, John P.	Motor Equipment Operator (Light)	9. Essential Services (ESD)
5110	MORINE, Mark P.	Motor Equipment Operator (Light)	9. Essential Services (ESD)
5110	THORNTON, Nicholas A.	Motor Equipment Operator (Light)	9. Essential Services (ESD)
5110	HOLMAN, Randall C.	Laborer	9. Essential Services (ESD)
5110	RAY, Chad M.	Laborer	9. Essential Services (ESD)
5110	VAN NESS, Michael R.	Laborer	9. Essential Services (ESD)
5110	POWERS, Scott M.	Laborer	9. Essential Services (ESD)
5110	SAYRE, Cody A.	Laborer	9. Essential Services (ESD)
5110	GAMACHE, Kevin A.	Laborer	9. Essential Services (ESD)
5110	Dewer, Logan L.	Laborer	9. Essential Services (ESD)
5110	POWERS, Anthony	Laborer	9. Essential Services (ESD)
5110	OHLER, Jesse J.	Laborer	9. Essential Services (ESD)
5110	MUCKLE, Donna L.	Radio Dispatcher	9. Essential Services (ESD)
5110-102		Equipment Operator P/T	9. Essential Services (ESD)
5110-102		Maintenance Helper P/T	9. Essential Services (ESD)
5110-102		Maintenance Helper	9. Essential Services (ESD)
A7020 OGS/REC ADMIN		Recreation Supervisor	13. Recreation (ESD)
7110	GRABER, Kevin E.	Recreation Supervisor	13. Recreation (ESD)
7110	ABBOTT, James J.	Building Maintenance Mechanic	13. Recreation (ESD)
7110	MACROBERTS, Allen W.	Recreation Maintenance Worker II	13. Recreation (ESD)
7110	LANNI, Augustus J.	Laborer	13. Recreation (ESD)
7110	CHAPLIN, Linda S.	Laborer	13. Recreation (ESD)
7110	YEGESHYAN, Mike	Laborer	13. Recreation (ESD)
7110	AGARS, Jeffrey N.	Laborer	13. Recreation (ESD)
7110	(New Position 03/01/21)	Youth Services Specialist (NEED MSD222)	13. Recreation (ESD)
7110	(New Position 03/01/21)	Youth Services Specialist (NEED MSD222)	13. Recreation (ESD)
7110		Laborer	13. Recreation (ESD)
7110		Laborer	13. Recreation (ESD)

A8022		PLANNING/CDB		CL8160 GENERAL SERVICES - RESIDENTIAL PICKUP	
8021	Higbee, Barbara J.			City Planning Commission	
8021	Spellen, Suzanne			City Planning Commission	
8021	MOHEN, Anthony			City Planning Commission	
8021	RUDOLPH, Deirdre J.			City Planning Commission	
8022	HILLARY, Christine C.			Assistant Planner	
8022	SKRIPTSHAK, Carolin M.			CDBG Supervisor	
8022	DOYLE, Charles J.			CDBG Technician	
8022				Assistant Planner	
8022	(New Position)			CDBG Outreach Coordinator	
8022-102	ZUBKOVS, Viestarts			Planner P/T	
8160	ABBOTT, Thomas R.			Streets/Sanitation Supervisor	
8160	ZEIGLER, Rusty J.			General Foreperson	
CL8160	VACANT (New Position 01/01/21)			Solid Waste and Litter Enforcement Officer	
8160	FRAZIER Jr., Stanley			Motor Equipment Operator (Light)	
8160	CUMMINS Jr., Kem J.			Motor Equipment Operator (Light)	
8160	BESSETTE, John M.			Motor Equipment Operator (Light)	
8160	PAPIELION, Shawn M.			Motor Equipment Operator (Light)	
8160	BUSH, Michael T.			Motor Equipment Operator (Light)	
8160	BECKFORD, Angelica L.			Motor Equipment Operator (Light)	
8160	O'Brien, Michael P.			Motor Equipment Operator (Light)	
8160	KILEY, Robert J.			Motor Equipment Operator (Light)	
8160				Motor Equipment Operator (Heavy)	
8160	WATTS, Wayne M.			Laborer	
8160	Brown, Wayne			Laborer	
8160	CABRERA, Edward D.			Laborer	
8160	GOODSPEED, Kenneth L.			Laborer	
8160	VACANT (New Position 01/01/21)			Laborer	
8160	DUNHAM, Justin D.			Laborer	
8160	SEABURY, Damien M.			Sanitation Person	
8160	CHAPLIN, Jr., Ronald E.			Sanitation Person	
8160	CRIER, David W.			Sanitation Person	
8160	MALLOY, Marquise A.			Sanitation Person	
8160	Richburg, Benjamin D.			Sanitation Person	

8160	Schwartz, Charles A.	Sanitation Person	5. Essential Services (ESD)
8160	FOWLKES, Rylan	Sanitation Person	5. Essential Services (ESD)
8160	HAGADORN, Nicholas C.	Sanitation Person	5. Essential Services (ESD)
8160	MARBLE, Daniel G. II	Sanitation Person	5. Essential Services (ESD)
8160		Sanitation Person	5. Essential Services (ESD)
CL8160		Maintenance Helper	9. Essential Services (ESD)
8170	HALSE, Donald P.	Motor Equipment Operator (Light)	5. Essential Services (ESD)
8170	SHUFELT, Patrick J.	Laborer	5. Essential Services (ESD)
8170	SOUSIS, Gary P.	Laborer	5. Essential Services (ESD)
8170	BROOKS III, Charles F.	Sanitation Person	5. Essential Services (ESD)
8175	CHRISTOPHER, Francis M.	Solid Waste and Litter Enforcement Officer	5. Essential Services (ESD)
8175	MIDURA, Eugene	Solid Waste and Litter Enforcement Officer	5. Essential Services (ESD)
8175	VACANT (New Position 01/01/21)	Motor Equipment Operator (Heavy)	5. Essential Services (ESD)
8175	MARBLE, Daniel G.	Motor Equipment Operator (Light)	5. Essential Services (ESD)
8175	Rodriguez, Filiberto	Motor Equipment Operator (Light)	5. Essential Services (ESD)
8175	Cattell, Adrian	Account Clerk	5. Essential Services (ESD)
CL8189 OGS-Special Recycling	8189	PANETTA, Renee K. (New Position Eff. 07/01/2021)	Recycling Coordinator Recycling Specialist
CL8175 GENERAL SVCS - BULK PICKUP	F1640	CENTANNI, Charles J.	Senior Auto Mechanic
CL8175 GENERAL SVCS - BULK PICKUP	F1640	Hart, Kyle J.	Auto Mechanic
CL8175 GENERAL SVCS - BULK PICKUP	F1640		Auto Mechanic Helper
DPU/GARAGE	F8310	WHELAND, Chris E.	Superintendent of Public Utilities
DPU/GARAGE	F8310	Brazeel, Christopher D.	GIS Technician
DPU/GARAGE	F8310	FREDETTE, Elizabeth S.	Junior Administrative Assistant
DPU/GARAGE	F8310	WHITE, Darrah S.	Account Clerk
DPU/GARAGE	F8310	McDONALD, Marian	Account Clerk
DPU/GARAGE	F8330	ARZOUUMANIAN, Christopher J.	Maintenance Helper
DPU/GARAGE	F8330	DOYLE, Daniel J.	Water Plant Maintenance Supervisor
DPU/GARAGE	F8330	Anselment (LaForge), Annmarie	Supervising Water Plant Operator
DPU/GARAGE	F8330		Water Lab Director
ICAT/ION	2. Essential Infrastructure (ESD)	2. Essential Infrastructure (ESD)	2. Essential Infrastructure (ESD)
F8330	2. Essential Infrastructure (ESD)	2. Essential Infrastructure (ESD)	2. Essential Infrastructure (ESD)

F8330	BADGLEY, David A.	Project Supervisor Assistant Supervising Water Plant Operator	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	KELLY, Jeffrey A. LOWELL, Patrick L. SPILLANE, William J.	Senior Water Plant Operator Senior Water Plant Operator Senior Water Lab Technician Water Plant Equipment Maintenance Mechanic	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	Carpenter, Andrew RAYMOND Jr., Alfred L. SCHONGAR, Joseph M.	Water Plant Instrument Technician Building Maintenance Mechanic Water Plant Equipment Maintenance Person	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	LAHAIT, Robert J. SKIBA, Todd J.	Water Plant Maintenance Mechanic Water Plant Operator	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	KENNEDY, Joseph M. CARPENTER, Sarah D.	Water Plant Operator Water Plant Operator	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	RILEY III, Robert R. LOWELL, Raymond B. ANSELMET, Fredrick K.	Assistant Water Plant Operator Assistant Water Plant Operator Assistant Water Plant Operator	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	BLAAUBOER, Joshua M. HEMEON, Matthew F.	Assistant Water Plant Operator/Trainee Assistant Water Plant Operator/Trainee	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)
F8330	JOHNSON, Samuel F.	Assistant Water Plant Operator/Trainee	2. Essential Infrastructure (ESD)
F8330	Shilstone, Shawn M. ADAMS, Jason M.	Water Lab Technician	2. Essential Infrastructure (ESD)
F8330	MANUPELLA, Christopher L. KANE, Brian A.	Water Plant Maintenance Assistant Laborer	2. Essential Infrastructure (ESD)
F8330	SPOORE, Stephen GOLDEN, Andrew C.	Assistant Operations Manager Maintenance Manager	2. Essential Infrastructure (ESD)
F8340	PERRY, Evan	Maintenance Manager	2. Essential Infrastructure (ESD)
F8340	REYNOLDS Jr., Gary E.	Water & Sewer Maintenance Supervisor	2. Essential Infrastructure (ESD)
F8340	HULL IV, Harry J. GORMAN, Tina M.	Water Maintenance Supervisor Senior Water Maintenance Person II	2. Essential Infrastructure (ESD) 2. Essential Infrastructure (ESD)

F8340
DPU/TRANS
& DIST

F8340	ROMEO Sr., Nicholas M.	Senior Water Maintenance Person II	2. Essential Infrastructure (ESD)
F8340	KEEFE, Sean L.	Senior Water Maintenance Person II	2. Essential Infrastructure (ESD)
F8340	COALTS, Matthew A.	Senior Water Maintenance Person II	2. Essential Infrastructure (ESD)
F8340	GOWIE, Steven S.	Senior Water Maintenance Person II	2. Essential Infrastructure (ESD)
F8340	LOZO, Kenneth R.	Senior Water Maintenance Person I	2. Essential Infrastructure (ESD)
F8340	Oswald, Jacob	Senior Water Maintenance Person I	2. Essential Infrastructure (ESD)
F8340	DOLAN, Dorinda A.	Senior Water Maintenance Person I	2. Essential Infrastructure (ESD)
F8340	COONRAD, David R.	Senior Account Clerk	2. Essential Infrastructure (ESD)
F8340	KENNEDY, Eric J.	Water Maintenance Person	2. Essential Infrastructure (ESD)
F8340	SMALLWOOD, Rodney G.	Water Maintenance Person	2. Essential Infrastructure (ESD)
F8340	COX, Christopher	Water Maintenance Person	2. Essential Infrastructure (ESD)
F8340	HART, Raymond D.	Water Meter Serviceperson	2. Essential Infrastructure (ESD)
F8340	COMBS, Scott A.	Water Meter Serviceperson	2. Essential Infrastructure (ESD)
F8340	MCDERMOTT, John F.	Laborer	2. Essential Infrastructure (ESD)
F8340	LaFortune, Mark J.	Laborer	2. Essential Infrastructure (ESD)
F8340	PENA, Richard	Laborer	2. Essential Infrastructure (ESD)
F8340	ABBOTT, Thomas R. II	Laborer	2. Essential Infrastructure (ESD)
F8340	SKIBA, Craig D.	Laborer	2. Essential Infrastructure (ESD)
F8340-102		Maintenance Helper	2. Essential Infrastructure (ESD)
F8340		Equipment Operator	2. Essential Infrastructure (ESD)
G8120	MAHONEY, Patrick J.	Water & Sewer Maintenance Supervisor	2. Essential Infrastructure (ESD)
G8120	MANUPELLA, Christopher J.	Sewer Maintenance Supervisor	2. Essential Infrastructure (ESD)
G8120	BENDER, Timothy J.	Principal Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	LANGDON, Galibith E.	Principal Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	COALTS, Ronald A.	Principal Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	MANUPELLA, John J.	Principal Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	PRESTON, Daniel T.	Principal Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	HORNICK, William R.	Senior Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	Sharp, Christopher	Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	BURKHART, Charles	Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	DODGE, Louis	Sewer Maintenance Person	2. Essential Infrastructure (ESD)
G8120	GAMACHE III, Lawrence A.	Laborer	2. Essential Infrastructure (ESD)

G8120	HARRISON, Christopher M.	Laborer	2. Essential Infrastructure (ESD)
G8120	Barnhart, Joshua	Laborer	2. Essential Infrastructure (ESD)
G8120	Pfitz, Daniel L.	Laborer	2. Essential Infrastructure (ESD)
G8120	Marro, Vincent A.	Laborer	2. Essential Infrastructure (ESD)
G8120	Bartels, Ryan J.	Laborer	2. Essential Infrastructure (ESD)
G8120-102		Equipment Operator P/T	2. Essential Infrastructure (ESD)
G8120		Maintenance Helper	2. Essential Infrastructure (ESD)
A3120	OWENS, BRIAN G.	Police Chief	11. Essential Services necessary to maintain safety (ESD)
A3120	DEWOLF, DANIEL P.	Deputy Police Chief	11. Essential Services necessary to maintain safety (ESD)
A3120	KEHN, CHRISTOPHER W.	Assistant Police Chief	11. Essential Services necessary to maintain safety (ESD)
A3120	BEVEVINO, THOMAS J.	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	BAKER, JUDE N.	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	MONTANINO, MATTHEW J.	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	WHITE, Raymond L.	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	MASON, Adam	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	BECKER Jr., John H.	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	BARKER, Steven M	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	KILEY, Shane T.	Police Captain	11. Essential Services necessary to maintain safety (ESD)
A3120	COLANERI, Timothy A.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	FURCINITI, Martin J.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	HAYDEN Jr., Robert M.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	FARLEY, David E.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	MORRIS, Jeremy W.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)

RES25

A3120	MONTANINO, Peter	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	KITTLE, Sean T.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	SENEY, Stephen C.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	Maloy, Mark W.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	POLLAY, Christopher	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	NAZARIO, CARLOS M.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	MAGNETTO, Daniel A.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	CONYERS, Anthony W.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	HOLEHAN, Jamshid	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	SMITH, Eric R	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	McNALL, Joseph M.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	KEELER, John F.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	MAGNETTO, MARY K.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	CIPPERLY, Brandon	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	WHEELER, KYLE M	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	COLWELL, Michael J	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	FEELEY JR, Thomas J	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	SOUTHWORTH, Ralph W.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	DEAN, David C	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	RASMUSSEN, Christopher	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)

A3120	SMITH, Robert S.	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	TENEYCK, Neil H	Police Sergeant	11. Essential Services necessary to maintain safety (ESD)
A3120	GOLDSTON, COLLEEN J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	BOWLES, William	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	VALENTE, Jason M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	COMBS, Jeffrey M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	HOOVER, Jeffrey T.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	LaCHANCE, Christian	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	CLEMENTS, Russell W.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	HOOVER, KARRIE	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	GLADYSZ, William J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	MAINVILLE, William J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	GAUDETTE Jr., Robert L.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	KLEIN, Chad M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	MARBLE II, Donald C.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	FITCH, WILLIAM A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	JOHNSON, CHRISTOPHER J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	White, Timothy J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Ashe, Justin	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	BRISTOL, Daniel	Police Officer	11. Essential Services necessary to maintain safety (ESD)

A3120	O'NEIL, William	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	FABY, Craig	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	BEAUDOIN, Matthew	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	CASTLE III, Charles	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	GORDAN, MICHAEL R.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Ray, Kevin R.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	COMITALE, Joshua	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	STREETER, Jeffrey	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Batchelder, David M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Rockwell, Charles J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	PARKER, Christopher J	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	LAVIANO, Nicholas J	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	McMAHON, Sean P	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	PERFETTI, Louis A	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	BECHARD JR, Michael D	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	JONES, Kyle J	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	DAVIS, Ryan M	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	RADIGAN, Eric P	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	MEROLA, Michael J	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	HOFFMANN, Arthur	Police Officer	11. Essential Services necessary to maintain safety (ESD)

A3120	ILER, JARROD A.	Police Officer (Spanish Speaking)	11. Essential Services necessary to maintain safety (ESD)
A3120	Bourdon, Michael E.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	KEHRER, GREGORY A	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	MacDonald, Ryan M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	FERA, DAVID M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	CONWAY, OWEN B.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	DAURIO, Kristopher G.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	SLAGEN, George	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	SOLOMAN, JEFFREY J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	FAZIOLI, JOSEPH A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	MCKENNA, KEVIN P.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Bevevino, Nicholas T.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Barton, Corey P.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Colaneri, Nicholas W.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Fane, Brent W.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Galligan, Brandon J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Milano, Philip J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	DeRubertis, John F.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	DiCarlo, Jacqueline M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Kebea, Jonathan M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)

A3120	Bell, Stephen A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Turner, Jalen J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Szpila, Joshua M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Harbour, Adam J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Bass, Thomas N.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Adams, Nolan G.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Archambault, Staci J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Haller, Brian A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Fitzgerald, Sabrina M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Winters, Colin D.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Thompson, Edwin R, Jr	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Rivet, Samantha A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Carroll, Marc C.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Snyder, Jeremy M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Dennin, Timothy R.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Gerena, Edwin D.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Russell, Victoria K.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	CARELLO, Nicco J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	ROMERO, Richard R.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	BELANGER, Emily A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)

A3120	BYRNES, Justin R.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Casey, Nathaniel R.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	DeCelle, Kayla	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Lockwood, Dunea J.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Tully, Kellie M.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Paterno, Michael A.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Cioffi, Evan L.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Mahurik, Dean T.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
A3120	Marshall, Nathan E.	Police Officer	11. Essential Services necessary to maintain safety (ESD)
<hr/>		Parking Operations Supervisor	
A3320-101	CULLITON, Daniel J.	Senior Parking Enforcement Officer P/T	
A3320-102	GORDON, Paul	Senior Parking Enforcement Officer P/T	
A3320-102	Fish, Robert M.	Senior Parking Enforcement Officer P/T	
A3320-102	HARRISON, Kenneth E.	Senior Parking Enforcement Officer P/T	
<hr/>		Fire Chief	
A3410	McMahon, Eric	Assistant Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	Paul, David M.	Deputy Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	CELLUCCI, Richard	Battalion Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	MITER, Thomas	Battalion Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	KELLEHER, Michael	Battalion Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	KOBLENZER, Eric	Battalion Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	BARRINGER, Jared P.	Battalion Fire Chief	11. Essential Services necessary to maintain safety (ESD)
A3410	VOGT Jr., Gerald	Fire Captain	11. Essential Services necessary to maintain safety (ESD)

RES25

A3410 Fire (Sworn Officers)

A3410	HALPIN, John F.	Fire Captain	maintain safety (ESD)
A3410	KYEA III, Eugene R	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	CAOLA Jr., Richard A.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	McINTYRE III, William D.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	SHOEMAKER III, Frank H	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	BAYLY, Michael T.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	LARANJO, Dennis M.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	DUDEK, Matthew E.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	HENKEL, Joseph D.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	GUERIN, Christopher E.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	GENTHNER, George M.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	SHAW, Patrick	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	BADER, David A	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	CHRISTENSEN, Corey M	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	Kilgallon, Kevin R	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	WHEELER, David J	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	MAHAR, Brian	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	DWON, Matthew	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	TIDINGS, James	Fire Captain	11. Essential Services necessary to maintain safety (ESD)

A3410	Handerhan, Ryan W.	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	LOOBY, Sean J	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	CONNORS, Paul M	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	HILL, Matthew C	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	BENNETT, Thomas P	Fire Captain	11. Essential Services necessary to maintain safety (ESD)
A3410	CELUCCI, Paul	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410		Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	DeFORGE, Michael J.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	STEVENS Jr., David M.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	SADOWSKI III, Vincent	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	BERTRAND, Christopher	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	STRAIGHT, Brian	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	WARD, Jeffrey	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	Bornhorst Jr., Daniel T.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	BEAULAC II, David C	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	Kardash, Jake A.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	CASEY, Thomas F	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	Ratigan, Terrence J.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	DOLAN, Andrew F	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	MANNING, Adam M	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)

A3410	MILLER, Kyle J	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	MITER, Justin T.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	TOFTEGAARD, Adam G	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	Reilly, Thane P.	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	COLLINS, Jarred M	Fire Lieutenant	11. Essential Services necessary to maintain safety (ESD)
A3410	PASCUCCI, Randall	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	JUDGE, David	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	McKOSKY, Robert	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	BEAULAC, David C.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	LeFAVE, Steven	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	REILLY, Jeffrey	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	WISHER, Eric E.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	RING, Bryan J.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	SCHNELLBAECHER Jr., William A.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	COONAN, Joseph D	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	MAHONEY, Lee D.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	MAYR, Christopher P	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	ZITTER, Robert G.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	RILEY, Daniel J.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	O'NEILL, Brian T.	Firefighter	11. Essential Services necessary to maintain safety (ESD)

A3410	LITTLEJOHN, Raymond L.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	RAZZANO Jr., Francis	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	RHATIGAN, Kirk M	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	KUHN, Patrick T	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	BLAKE, William	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	GOKEY, Frederick E	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	DOUGLAS, Kevin M	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	BONESTEEL, Eric S	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	HUNZIKER, Evan M	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	LUCEY, Jason S	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	RYAN, Peter J	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	STEVENS, Sean J	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	CUNNINGHAM, Daniel T.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	AGARS, Christopher T.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	BALDWIN, Tyler C	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	BELLAMY, Richard A	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	BORNT, Derek M.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	HEINBACH, Christopher C	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	HIGGINS, Nicholas A	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	JKES, Tyler J	Firefighter	11. Essential Services necessary to maintain safety (ESD)

A3410	MONAGHAN, Jonathan P	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	MORRISSEY, Scott P	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	Reardon, Garrett M.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	RYAN, Matthew F.	Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410	Blake Jr., Thomas P.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Baldwin, Jordan A.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Orvis, Jeffrey R.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Ryan, Kyle J.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Reardon, Brian A.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Reinfurt, Patrick M.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Cipperly, Noah B.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Farina, Devan A.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Molesky, Kyle S.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Ryan, Patrick L.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Nastke, Jeffrey P.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Coonradt, Adam D.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Kent, Matthew J.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Jones, Robert L.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Katko, Aleksandr	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Patenaude, Conor	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)

A3410	Spencer, Ryan	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Bulson, Tyler	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Hughs, Christopher J.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Askren, Hannah L.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Novak, Chadwick R.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Ellis, Peter T.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Rifenburg, Ryan M.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Alikonis, Gary G.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410	Putnam, Justin M.	Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410		Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410		Firefighter	11. Essential Services necessary to maintain safety (ESD)
A3410		Firefighter/Paramedic	11. Essential Services necessary to maintain safety (ESD)
A3410		Firefighter	11. Essential Services necessary to maintain safety (ESD)

EXHIBIT B

DEPARTMENT RETURN TO WORK AND DENSIFICATION PLANS

**City of Troy, New York
Covid-19 Work Plan
Code Enforcement**

Implementation Date: No later than close of business November 25, 2020 depending on when technology is available.

- Broken into three groups with the ability to work in the office as needed. Employees will only come in to the office to complete the work that is needed. If they are able to complete the in-office work in a shorter timeframe then they will return home to work. All employees will be equipped with a City laptop and those who are in need of one will have a City cellphone. The office staff will be equipped with Teams along with normal means of communication.
- Staff will send an email daily to Jim and Dave noting the work that has been completed for the day, status of upcoming work and any assistance that is needed from anyone.
- This plan shall be in effect until further notice ending no sooner than December 31, 2020.
- Staffing breakdown:

In office daily

Jim

Dave

Adrienne

Tara

Housing Inspectors

Bill

Marc

Mike/ Jim Jim will meet Mike at inspections when required.

Alternating days

Eric Cioffi

Carlo Sorriento

Building Inspectors

Kevin

Marc

Bill Marc and Bill will help with Housing Inspections when needed. Building inspectors will come in office when required to pick up building plans

Housing Inspectors will receive the daily work via computer. Adrienne will retrieve the work and print and mail notices.

When in the office all employees will adhere to the City's Covid-19 policies.

Personnel Department Remote Plan

Marian will need a laptop computer and LogMeIn account (request has been made). She already has a city cell phone. She will need all office phone calls forwarded to her cell phone (request made). Voicemail is already set up to copy to email.

Marian will be in the office on Monday each week, and will notify me if and when additional time is needed in the office to complete time sensitive tasks. She will print to the office printer and will do mailings on the days she is in the office.

Cheryl will need a laptop computer and LogMeIn account (request has been made). She will be getting a city cell phone and will have office phone calls forwarded to her cell phone. Voicemail is already set up to copy to email.

Cheryl will be in the office on Tuesday each week, and will notify me if and when additional time is needed in the office to complete time sensitive tasks. She will print to the office printer and will do mailings on the days she is in the office.

Gabrielle will be in the office on Wednesday and Thursday each week, or less if duties permit. I have a black box and city issued cell phone. My office phone will need to be forwarded to my cell phone (request made). Voicemail is already set up to copy to email.

Monday – Marian

Tuesday – Cheryl

Wednesday – Gabrielle

Thursday – Gabrielle

Friday – Will be staffed when in-office duties need to be completed.

Employees will email me work plans on a weekly basis - Monday mornings. A daily task log will be kept by each employee. A team meeting will be held every Monday, Wednesday and Friday at 10 am via Zoom meeting.



INTER-OFFICE MEMORANDUM

Date: May 28, 2020

To: OGS Employees

From: Charles Wojton, Commissioner of General Services

Re: **Return To Work**
Workplace Practices and Procedure for Use of Personal Protective Equipment

The Office of General Services is initiating new standard operating procedures to ensure our employees can work safely during the period where there is potential exposure to COVID-19. Since March 17, 2020, OGS has had reduced staffing levels in all units to perform only the minimum non-emergency work tasks necessary. Staffing beyond this level was expanded in emergency cases. The base staffing plan was established to minimize the workplace exposure risks to COVID-19, by rotating staff in some units and assigning staff in other units to remain at home and on-call. We have closed the office to the general public, and have only allowed visitors when in-person contact is required to conduct business. To further reduce the risks, we have assigned one person per vehicle, and provided face coverings or masks and latex or equivalent disposable gloves to our employees.

Since March 17, we have learned more about the ways employers and employees can minimize the exposure risks to COVID-19, including the frequent washing of hands, use of PPE (Personal Protective Equipment), and social distancing. More recently, Governor Cuomo issued an Executive Order requiring the public to wear masks covering the mouth and nose when social distancing cannot be maintained. We have distributed masks to all OGS employees that have been reporting to work, and will continue to do so as needed.

We have now acquired additional quantities of PPE that will enable us to begin bringing staff back to work to perform needed operation and maintenance tasks, and to execute work orders that have been deferred. **Beginning Monday, June 1, 2020, employees of the Office of General Services will resume their normal work schedule. We will continue to provide protective face covering to employees as-needed.**

As most of us are anxious to return to a normal way of life, we must continue to do whatever we can to minimize the risk of COVID-19 exposure to our employees, their families and the members of the public we interact with on a daily and routine basis. Therefore, we are enforcing the following procedures:

- **Social distancing must be maintained whenever possible.** Employees are expected to keep a minimum of 6 feet distance in any interaction with co-workers or members of the public, including contractors and vendors, at all possible times.

- Staff will be required to wear protective face masks, covering the mouth and nose, when social distancing cannot be maintained. All employees must continue to practice social distancing during work hours and/or must wear protective face masks when social distancing with co-workers or members of the public, including contractors and vendors, cannot be maintained.
- All PPE (masks, gloves) must be disposed of properly. Employees must properly dispose of their used disposable face coverings and/or gloves in a trash receptacle.
- All employees must wash hands frequently, for at least 20 seconds.
- All vehicles must be sanitized before and after each shift. The employee assigned to the vehicle must sanitize all frequently touched areas in the vehicle, at a minimum, before and after each shift (no exceptions). Hand sanitizer and/or sanitary wipes will be provided.
- No smoking or vaping in City vehicles. We will continue to assign one employee per vehicle where feasible, recognizing that this may not be possible as more staff return to work. For this reason, we will rigorously enforce the no smoking or vaping policy in City vehicles at all times.
- Stay home if you are sick. If an employee is sick or ill, we will continue with the policy to STAY HOME. An employee that is aware that they have an elevated body temperature (greater than 100°F) is advised not to report to work and should follow call-in procedures. If you believe you have been exposed to COVID-19, or are experiencing symptoms of COVID-19, you should advise your Supervisor or Department Head to assist us in tracking risk potential and possible of COVID-19 testing requirements.
- Restricted Public Access. Offices will remain closed to the public with limited exceptions, as previously noted, until further notice.

Please understand that this virus is still out in the community and that the overwhelming majority of us are still susceptible to infection. While we may see a little reprieve during the summer months, medical experts warn that it is quite possible we will see increasing rates of infection come next fall's cold and flu season. It is important, therefore, that we develop good habits now. The steps outlined above are designed to protect you, your family, your co-workers and their families. It is vitally important that they be adhered to now and into the next flu season.

EXHIBIT C

REMOTE WORK POLICY AND AGREEMENT

Exhibit C

COVID-19: Telecommuting Policy

Purpose and Intent

City of Troy employees will continue to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to the impacts of COVID-19, and job duties and technology allows, employees will be able to work remotely.

Telecommuting is a temporary arrangement necessitated by COVID 19. Telecommuting may be appropriate for some employees and/or jobs but not necessarily for all staff and this determination will be made exclusively by The City of Troy. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the City. Any Telecommuting assignment will be evaluated as frequently as the Department Head/City believes is necessary and may be discontinued at any time.

This guide outlines key considerations, best practices, and guidance specific to COVID-19 and Telecommuting.

Hours Worked

All employees who work when the City is open, either remotely or on-site, shall be paid for hours worked at their regular hourly rate of pay.

COVID-19 Telecommuting Guidelines

COVID-19: Who May Work Remotely

Permitted situations where Telecommuting may be authorized, assuming the employee is healthy and able to perform duties:

- Employee is healthy but dependent has symptoms or diagnosis related to COVID-19 that have been confirmed by a health care professional. For additional information on COVID-19 symptoms please consult online resources from the Centers for Disease Control and Prevention and/or Rensselaer County Health Department.
- Employee is healthy, but placed under COVID-19 related quarantine by their health care provider or Health Department.
- Employee is at a higher risk for contracting COVID-19 as defined by the CDC (higher risk groups include being 60 years or older, having an underlying health condition or being immunocompromised).
- Employee needs to provide care to dependents due to COVID-19 related school and/or daycare closures.
- Employee has recently traveled to a high-risk area, as defined by the CDC or may have some other exposure to COVID-19.
- At the discretion of the department head, and with final approval from the Mayor or his/her designee, additional department and/or employee requests for telecommuting will be considered.

All requests and considerations for telecommuting will be at the discretion of the department head with final approval made by the Mayor. The business of the City will take precedence over telecommuting work days. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work at their centrally

Exhibit C

located worksite on their regular telecommuting workday, to meet workload or operational requirements.

Any Telecommuting arrangement may be discontinued, at any time, by the City or at the request of the employee.

Key Considerations:**Priorities & Essential Work**

The employee and supervisor will evaluate the responsibilities and priorities of the position, considering customer/collaborator impact and feasibility of completing some or all duties remotely. It is likely that many employees either will not have enough work available remotely to fill their regular work day, or will have demands on their time, for example child care, that will make it impossible to work their full work day. In those cases, the employee should submit regular work hours for time actually worked and utilize other leave credit for the remaining hours.

Technology

At a minimum, an employee needs a computer, internet, and phone access to work remotely. This may be a City issued or personal desktop or laptop computer. The City of Troy BIS Department will not provide technical support for personal devices, other than support needed to set up remote access.

Equipment and/or service that the City provides to the employee is City property and may be recovered or discontinued at any time and at the sole discretion of the City of Troy. Employees are required to adhere to all City of Troy technology policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remote access in a safe location and avoid any misuse. No one other than the City employee is allowed to access City documents or utilize City equipment.

Computer and Internet

To work remotely an internet connection is required and the equipment being used must have a LogMeIn client installed or VPN equipment as issued by BIS

The LogMeIn connection provided by the City of Troy BIS gives the remote user access to the applications and data needed to do their job. There should be no need to download any data to a personal device, and this is strictly forbidden. This helps to ensure the integrity and confidentiality of the data.

Employees are responsible for following all City practices and policies to maintain security and protect confidentiality on a device. The City will not reimburse for internet or phone expenses incurred, or any damages you may experience to your personal devices.

Exhibit C**Phone**

To work remotely, an employee may also need to roll phone calls forward from their work phones to either a their desk phone or cell phone. BIS can also forward or copy voice mails to email. BIS will provide guidance on how to forward incoming calls.

Home Environment

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Expectations should be set with other household members regarding interactions and availability.

To ensure that employee performance will not suffer in remote work arrangements, the City requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to City of Troy personnel by phone and/or email
- Maintain strict confidentiality of City and/or client information
- Employees working remotely must adhere to all City policies and procedures as if working from their regular office setting

Pay

All employees who work remotely when the County is open will be paid for hours worked at their regular hourly rate of pay. Overtime and comp time accruals must be approved in advance by the employee's Department Head.

Remote Agreements & Expectations

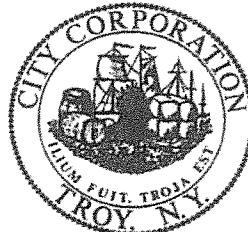
Department Heads or supervisors and employees must sign a written COVID-19 Telecommuting Agreement outlining duration and expectations.

Time & Performance

Supervisor's must identify and clearly outline to an employee a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

Wm. Patrick
Madden
Mayor

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Personnel Department
City Hall
433 River Street, Suite 5001
Troy, New York 12180

COVID-19: EMPLOYEE TELECOMMUTING AGREEMENT
(Departments: Retain a Copy)

Employee Name: _____ Phone (home/work): _____

Department: _____ Position Title: _____

Telecommuting Start Date: _____ Telecommuting End Date: _____

A temporary COVID-19 Telecommuting Agreement is hereby established between The City of Troy and the above mentioned employee. The purpose of this agreement is to clarify the terms and conditions under which the employee will be allowed to participate in this work arrangement as described below.

1. Telecommuting Location (address): _____
2. Telecommuting Contact Number(s): _____
3. Telecommuting Schedule:

Number of days: Per week _____ Per month _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Meal Period*							
Location**							

* Must include a 1/2 hour unpaid meal period for any employee who works a shift of more than 6 hours per NYS Department of Labor.

4. Assigned tasks/projects (include deadline, if applicable). Additional tasks/projects may be assigned as needed: _____

5. Expectations and Performance Requirements: _____

6. City Equipment & Serial # Record (if applicable): _____

It is expressly understood and agreed that this work arrangement does not create or define the terms of any contract of employment, whether expressed or implied.

Terms of Arrangement: This telecommuting arrangement shall be in effect for a maximum of four (4) weeks. Continuation and renewal of said agreement will be evaluated at the end of the stated agreement period.

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

- Employee obligations, duties, responsibilities, and terms and conditions of employment are unchanged.
- The employee shall perform all job duties at a satisfactory performance level or above.
- The employee must comply with all City and departmental policies and procedures while working a telecommuting schedule.
- The employee will maintain confidentiality as required by the City, Federal, State, and Local laws.
- The employee will maintain the agreed-upon work schedule and be accessible via telephone and email during telecommuting hours.
- The employee will participate in routine work performance evaluations as required.
- The employee shall not conduct any unauthorized external (non-City) work during their telecommuting schedule.
- The employee will maintain an ergonomically appropriate home office environment.
- Any non-compliance with these terms by the employee may result in modification or termination of the telecommuting arrangement at any time.

Hours of Work and Compensation: The employee agrees to be responsible for maintaining the agreed upon hours of work and is required to keep a detailed record of hours worked on timesheet. Employee pay rates and accrual of leave time benefits remain unchanged and in

accordance with the terms of this agreement the employee will be compensated for all hours during which work is performed. Employees must get advance authorization for any hours worked outside of or beyond their normal work schedule. Employees are required to take rest and meal breaks per NYS Labor Laws and applicable collective bargaining agreements. The City will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the telecommuting location shall be the employee's responsibility.

Liability: Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers' Compensation Law. The employee must report any such work-related injuries to their supervisor or department head immediately. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the City or its agent if a job-related incident, accident, or injury has occurred. The City of Troy is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved telecommuting site.

Confidentiality and Non-Disclosure: During the course of their employment with the City of Troy, the aforementioned employee has gained knowledge of and/or access to confidential and proprietary information. By the execution of this agreement, the employee understands that they are expressly prohibited from disclosing to any unauthorized person, company, or other entity any such information and is prohibited from using any such information for personal gain or profit. The employee understands that confidential information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of employment shall be and remain exclusive property of the City. Upon separation of employment with the City, the employee shall immediately return any such property to the City and no copies thereof may be kept by the employee.

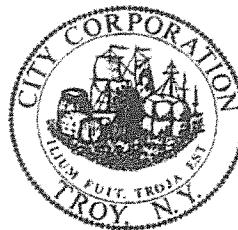
Agreement Acknowledgment: I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by all terms and conditions within this agreement and the City policy. I understand it is my responsibility to make the telecommuting arrangement a success. And that failure to adhere to the provisions set forth may have adverse effects on my employment, and may result in disciplinary action, including but not limited to immediate termination of the opportunity to participate in the telecommuting arrangement.

Employee Signature: _____ Date: _____

Department Head/Supervisor Signature: _____ Date: _____

EXHIBIT D

PPE ORDER FORM AND INFORMATION

**Offices of the City Comptroller****Covid-19 Requisition of Supplies for PPE**

Date: _____

Budget Item Code: _____

Please furnish the supplies listed below.

Quantity	Item	Unit Price	Total

Please send two copies to Comptroller. One will be returned for your files.

Authorized Signature

Order filed by

Department

Order picked up by

EXHIBIT E

HEALTH AND SAFETY PLAN

Exhibit B**COVID-19 SAFETY PLAN**

Mayor Patrick Madden

I. PEOPLE**a. Physical Distancing –**

- i. Personnel will maintain 6 ft. distance from one another, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings ensuring that mouth and nose are covered.
- ii. Tightly confined spaces will 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.
 1. Office Space – Employees must not congregate in department common areas. Office space is to be occupied by the person whose office it is. Employees are to make appointments with employees in other departments to facilitate readiness of the workspace for social distancing.
 2. Conference Rooms – Social distancing markers will be posted in conference rooms that denote 6 ft. of spacing between seating at the conference table.
 3. Meetings – In person gatherings will be limited as much as possible. Personnel will use tele- or video-conferencing whenever possible. Essential in-person meetings are to be held in open, well-ventilated spaces with appropriate social distancing among participants and face coverings must be worn.
 4. Break Room/Kitchenette – Signs will be posted to limit occupancy to two or less persons at a time. When occupants are not able to keep a 6 ft. distance from one another, face coverings must be worn. Appliances will be placed 6 ft. apart.
 5. Bathrooms – Signs will be posted to limit occupancy to two or less persons at a time. When occupants are not able to keep a 6 ft. distance from one another, face coverings must be worn.
 6. Elevators – Face coverings must be worn while in an elevator at all times, even if alone.
 7. Copy Machines - Only one employee at a time is allowed at the copy machine. Social distancing markers denoting 6 ft. distance will be posted at copy machines for those waiting to use.
- iii. Pick-Ups and Deliveries –

1. Mail/Packages – The Treasurer’s Office is the designated area for all mail/package pick-ups and deliveries at the City Hall location.
2. Food – All food delivery personnel are to be instructed to meet the employee outside of their respective building.

iv. Lunch/Breaks –

1. Lunch - Employees stationed in the same work area shall stagger lunch breaks. If an employee has lunch with another individual, they are to maintain at least a 6 ft. distance from one another. Shared food items are not allowed.
2. Breaks – Employees stationed in the same work area shall stagger break times and avoid crossing paths to the extent possible.

v. Visitors –

1. Social distancing markers denoting 6 ft. distance will be posted in waiting/lobby areas.

II. PLACES

a. Protective Equipment –

- i. The City of Troy Health and Safety Policy During the COVID-19 Pandemic has been implemented and distributed to all employees.
- ii. Face Coverings - Employees will be provided with an acceptable face covering at no-cost to the employee. Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).
 1. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
 2. City of Troy employees are expected to wear clean face coverings and must launder cloth face coverings on a routine basis. Employees are responsible for requesting a replacement face covering if damaged or soiled.
 3. Each department will keep an adequate supply of face coverings in case of the need for replacement.
 - a. Orders for COVID-19 PPE will be submitted to the Comptroller’s Office on the COVID-19 Supplies Order Form.
- iii. Shared Objects/Surfaces - Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
 1. Copy Machines – Copy machines are to be wiped down after each use. Appropriate cleaning materials will be kept at each copy machine throughout City Hall – currently using alcohol antiseptic 80% spray bottle and paper towel OR disinfecting wipes. Gloves will also be made available for use when utilizing the copy machine.

2. Vehicles – Whenever possible, only one person will be assigned to a vehicle. A vehicle log will be kept in each vehicle for employees to complete and will be maintained by the department. Employees are to sanitize touch points upon entering and exiting the vehicle. The department is responsible for restocking vehicles with appropriate cleaning supplies.
3. Office Supplies – Employees shall not share supplies, phone, computer, etc. If a common area office supply is used, it must be sanitized after each use.
4. Door Handles/Countertops/Light Switches – The General Services Department will clean all door knobs, key pads, countertops and all other common touch points throughout City facilities on a daily basis, prior to the beginning of each work day. A cleaning log will be kept in each department and will be maintained by General Services. Employees are required to clean their work space at the end of each work day – this will include sanitizing door knobs, key pads, light switches, etc.
5. Shared Appliances (Refrigerator/Coffee Maker/ etc.) – Offices with shared appliances, such as a refrigerator, coffee maker, microwave, etc., shall require employees to wear gloves when using a shared appliance. Each department is responsible for keeping an adequate supply of gloves.
6. Food – Shared food items are not allowed, such as cakes, bagels, pizza, etc.
7. Water Fountain – The communal water fountain can be used to fill up water bottles. Drinking directly from the water fountain is not allowed during the COVID-19 public health emergency. A cleaning log will be kept at the water fountain and will be maintained by General Services.

- iv. Visitors reporting to City facilities and/or City worksites must wear a face mask/covering at all times, during the COVID-19 public health emergency.

- b. **Hygiene and Cleaning –**
 - i. The City of Troy will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
 1. The Department of General Services will perform cleaning of City facilities on a daily basis, prior to each work day.
 2. Cleaning logs will be posted throughout City facilities in bathrooms, kitchens, break rooms, offices, etc.
 3. The Department of General Services will be responsible for maintaining the cleaning logs.

4. A mid-day cleaning will be conducted by a third party vendor, which will include the cleaning of common touch points such as handles, light switches, countertops, dispensers, hand rails, etc.
5. Employees will perform cleaning of their work area at the end of each workday.

- ii. The City of Troy will maintain hand hygiene stations for personnel, including handwashing with soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
 1. Kitchens and bathrooms will be stocked with hand soap and paper towels.
 2. Signs are posted throughout City facilities reminding employees and visitors to wash their hands on a regular basis, for at least 20 seconds.
 3. Employees will be provided with personal hand sanitizer containing 80% alcohol. Employees are responsible for requesting a replacement hand sanitizer when needed.
 4. Each department will keep an adequate supply of hand sanitizer in case of the need for replacement.
- iii. In the event an employee has tested positive for COVID-19, the contaminated area will be closed off.
 1. Department supervisors will, to the best of their ability, close off the area of contamination.
 2. Employees and visitors will be prohibited from accessing the area until appropriate disinfection protocols have been performed.
 3. Contact General Services. General Services will activate their plan for cleaning and disinfection.
 4. Use discretion to protect personal and protected health information of employees and the public.

- c. **Communication –**
 - i. Signage will be posted throughout City facilities to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
 1. Areas where occupancy is limited (bathrooms, break rooms, etc.) will have signs posted at the entrance identifying the maximum allowance.
 2. Signs will be posted in elevators and throughout City facilities reminding employees and visitors to wash their hands on a regular basis, for at least 20 seconds; socially distance; wear masks; and to stay home when sick.
 3. Signs will be posted at every copy machine in City facilities reminding employees to sanitize after use.
 4. Signs will be posted in locations with shared appliances reminding employees to wear gloves while in use.

- ii. Communication to employees will be done via City email. Department Heads will be responsible for distributing hard copy of communication to employees without email.
- iii. A continuous log of every person, including workers and visitors, will be kept at City facilities; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged, but are not mandated to do so.
 1. The City Hall receptionist/public safety personnel will maintain a log of each visitor to City Hall and a separate log for non-City Hall employees who visit the City Hall location.
 2. A sign-in sheet for all City Hall employees will be kept at the front desk with the City Hall receptionist/public safety personnel for all employees to sign-in before arriving at their work space. The Personnel Department will maintain the City Hall employees' sign-in sheets.
 - a. Employees shall immediately leave and inform their direct supervisor or Department Head if they are unable to attest to any one of the self-assessment questions listed at the top of the sign in sheet:
 - i. *By signing below, which will log my on-site attendance on the date indicated above, I attest that:*
 - *I have not had COVID-19 symptoms in the past 14 days.*

*See List of Updated Symptoms at CDC:
Symptoms*

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

- *I have not had a positive COVID-19 test in the past 14 days.*
- *I have not had close contact with a confirmed COVID-19 case in the past 14 days.*
- *I have not visited a non-contiguous state in the past 14 days or I have met the requirements to test out of the mandatory 14-day quarantine.*
(Gov. Cuomo EO 205.2)

*IF I AM UNABLE TO ATTEST TO ANY OF THE ABOVE, I
WILL IMMEDIATELY LEAVE AND CONTACT MY
SUPERVISOR OR DEPARTMENT HEAD*

3. Each department will keep a continuous log of visitors to their department, including visitors from the public and visiting co-workers from other offices, and will make these records available upon request.
- iv. If a worker tests positive for COVID-19, the City of Troy must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
 1. If a worker tests positive for COVID-19, the Personnel Director and/or Deputy Mayor will notify Rensselaer County health department.

III. PROCESS

a. Screening –

i. Employees -

1. Temperature checks will be done by each department before City employees begin work each day.
 - a. No-contact thermometers will be provided to each department.
 - b. A supervisor from each department will be the designated screener.
 - c. All City Hall employees will be required to adhere to business work hours, regardless of contractual language: 8:30 am – 4:30 pm
 - i. Arriving to work prior to 8:30 am will be prohibited during the COVID-19 health emergency, unless arrangements are made with the supervisor or department head to get a temperature screening prior to 8:30 am
 - d. Employees must not access their work space until they have undergone a temperature screening and have been cleared.
 - e. Screeners will be required to wear a face mask and gloves while taking temperatures.
 - f. Any employee with a temperature of 100.0 degrees Fahrenheit or above will be sent home and advised to contact their health care provider.
 - g. Screeners shall be advised that the information obtained must be kept confidential.

ii. Visitors –

1. First Columbia Property Services will be installing a sophisticated temperature checker at 433 River Street that will scan each person passing through. Visitors will not have access to the elevators to City Hall until screened by property management.

b. Contact Tracing and Disinfection of Contaminated Areas –

- i. In the case of an employee testing positive for COVID-19, the General Services department will activate their plan for cleaning and disinfection, which may include the hiring of a third party contractor to clean the applicable contaminated areas.
- ii. In the case of a City Hall employee testing positive for COVID-19, the Personnel Director and/or Deputy Mayor will review the City Hall visitor log and each department's visitor log and will work with the Rensselaer County Health Department to trace close contacts in the workplace.
- iii. In the case of an employee from a City facility other than City Hall testing positive for COVID-19, the Department Head will review the visitor log for their facility and will work with the Rensselaer County Health Department to trace close contacts in the workplace.

IV. OTHER

- a. Each department of the City of Troy has developed its own plan for the operations within the respective department.
- b. All department heads are responsible for ensuring their department is up-to-date on the guidance that is being issued by New York State. Department Heads, and/or designees will ensure guidance and regulations of oversight agencies are implemented, communicated and adhered to. Changes and updates to agency specific regulations and guidance should be communicated with the Mayor's Office.
- c. To ensure that we stay up to date on Executive Orders, the City of Troy Corporation Counsel and Personnel Director will:
 - i. Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

April 3, 2020

INTERIM GUIDANCE FOR FIRE SERVICE AGENCIES TO LIMIT POTENTIAL EXPOSURE TO COVID-19

BACKGROUND

The New York State Department of Health (Department) and the Centers for Disease Control and Prevention (CDC) continue to closely monitor the novel coronavirus (COVID-19) outbreak. On March 7, 2020, Governor Cuomo issued [Executive Order 202](#) declaring a state of emergency in response to the outbreak.

PURPOSE

This guidance was developed for New York State fire service agencies to mitigate potential exposure of firefighting personnel to COVID-19. This guidance is meant to assist fire service agencies in developing procedures applicable to their individual circumstances. Additional guidance for consideration may be found at <https://coronavirus.health.ny.gov/home>.

Infectious disease experts continue to learn about COVID-19, including how it spreads and affects different at-risk populations. The current spread of COVID-19 is thought to occur primarily person-to-person via respiratory droplets transmitted through close contact.

GENERAL INFECTION PREVENTION STRATEGIES

Strategies to prevent the transmission of COVID-19 include:

- **Staying home if you are sick.** Unless it is an emergency, call your health care provider for medical advice that can be provided over the phone or use telehealth services before traveling to the office. If it is an emergency, call 911 and notify them of potential symptoms (e.g., fever, cough, trouble breathing). Symptoms may be mild in a majority of cases, especially near onset. Mild symptoms consistent with COVID-19 should be assumed to be a result of the virus, until ruled out by a medical professional.
- Covering your mouth and nose with a tissue when coughing or sneezing and then immediately discarding it in a closed container. If a tissue is not available, use the inside of your elbow.
- Keeping your hands clean by washing them often with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoiding touching your eyes, nose, or mouth with unwashed hands.
- If possible, avoiding close contact with others, especially those who are sick. At least six feet of distance is recommended.

- Keeping work surfaces and equipment disinfected.

SPECIFIC MITIGATION STRATEGIES FOR FIREFIGHTING PERSONNEL

Firefighting personnel should exercise caution in their daily regular interactions with colleagues and the public.

To the extent possible, firefighting personnel should implement the following considerations in the work environment to prevent the transmission of COVID-19, including:

- Maintain procedures and practices necessary to provide for the safety of firefighting personnel and effective operations (e.g., needing members to remain seated and belted during a response, maintaining crew size necessary complete tasks during an incident, guiding a saw operator, or footing a ladder). The safety of the firefighting personnel will take precedence over social distancing where personnel must work within six feet.
- Limit nonemergency tasks, such as fire safety inspections and in-person training, to reduce the number of required personnel per shift and limit critical, but nonemergency tasks, to minimum staffing necessary to safely and effectively perform the task.
- Ventilate apparatus and other vehicles during and after transport, to the extent practicable.
- Assign specific riding positions for apparatus and other vehicles to maintain social distancing, to the extent practicable. Facemasks should be considered when riding within six feet of each other is unavoidable.
- Reduce crew size in each vehicle or increase the number of vehicles in a response, to the extent practicable.
- Create separations in sleeping quarters and common areas to maintain a minimum distance of 6 feet.
- Clean and disinfect common areas and frequently touched surfaces in the station at minimum once per 12-hour shift, including doorknobs, telephones/intercoms, computer keyboards/mice, switch plates, kitchen, fitness rooms, etc.
- Clean and disinfect bunk rooms. Replace bedding and clean surfaces after each use.
- Avoid using areas that cannot be cleaned between individual use (i.e. station pole).
- Limit areas to one operator, where practicable (e.g. base station and vehicle radios, alarm panels and traffic controls).
- Stagger mealtimes to limit congregation and serve individually wrapped meals prepared in a sanitized area.
- Eliminate fire station visits by nonessential personnel and the public. When personnel must visit a firehouse (e.g. to drop off supplies), use social distancing precautions like making the transaction outside and maintaining a six-foot distance. Use video and other remote audio/video technology to minimizing in-person visits (e.g., for trainings, staff meetings).
- Clean and disinfect equipment and exposed surfaces in vehicles post-response. Procure and use products identified by the EPA as effective against COVID-19, according to the product label.

- Actively monitor employees for virus symptoms (e.g., fever, cough, shortness of breath) at the beginning of each shift, and at least every 12 hours during the shift.

To the extent possible, firefighting personnel should consider the following precautions when interacting with the public:

- Whenever possible, avoid close contact with others, especially those who are sick. At least a six-foot distance is recommended.
- As possible, to minimize circulation of personnel, restrict mutual tour exchanges, details, backfilling, and other actions which replace personnel to within the same firehouse/facility.
- If firefighting personnel encounter an individual demonstrating mild to severe respiratory symptoms, including cough, fever, or trouble breathing, firefighting personnel should take all possible precautions to minimize the risk of COVID-19 transmission. However, **these precautions should never supersede firefighting action when immediate life-saving interventions or imminent safety measures are required.**
- Have a trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport a person in need of assistance who is displaying symptoms of COVID-19 to a hospital or other healthcare facility.
<https://www.health.ny.gov/professionals/ems/policy/policy.htm>.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have close contact with an individual who may have symptoms of COVID-19.
- Wear PPE, to the extent it is available, when close (i.e. within six feet), prolonged (i.e. more than a few minutes), contact with the public is expected. PPE may include disposable exam gloves, an approved facemask, a fluid resistant gown or suit, and/or eye protection, such as goggles, as appropriate.
- When arriving on scene, practice "doorway triage", collecting as much information as possible about potential COVID-19 risk (e.g., symptoms, quarantine) before making entry/close contact. Limit entry/contact to the minimum extent possible, in order to mitigate the call (e.g. perform medical assessment of patient or check the alarm panel from just outside the front door, send in one or two personnel to investigate instead of an entire crew).
- Limit risk of exposure by using an approved facemask when responding to all appropriate calls. Do not use damaged or soiled masks.
- Clean and disinfect firefighting equipment and PPE prior to use and reuse. Equipment and surfaces should be cleaned using a household cleaning product identified by the EPA as effective against COVID-19, according to the product label.
- Ensure standard operating procedures for the containment and disposal of used PPE, to the extent your fire service agency has such procedures.
- Ensure standard operating procedures, in accordance with CDC guidance, for containing and laundering clothes are available and followed. Avoid shaking soiled clothes.

- Launder firefighting turnout gear, including gloves and hoods, in a washer/extractor at washing temperature of 140°F and use of an EPA approved laundry sanitizer, in accordance with NFPA 1851, if the gear has been exposed to a confirmed or suspect case of COVID-19.

DAILY MONITORING AND RISK REDUCTION

All fire service agencies should implement risk reduction procedures consistent with this guidance, including but not limited to self-monitoring for symptoms (e.g. fever, cough, and shortness of breath).

EXPOSED FIREFIGHTING PERSONNEL

The first course of action, both for assuring firefighter safety and minimizing virus spread, is to allow quarantine and isolation periods of 14 days. However, this temporarily reduces the pool of available workers. After exhausting backfilling and all other reasonable efforts to replace affected personnel, if emergency response capabilities will be adversely impacted (e.g., fire companies closed or crew sizes reduced) by the absence of these employees, Fire Service agencies may permit firefighting personnel exposed to, or recovering from, COVID-19 to work under the following conditions:

1. Operations: Firefighting personnel exposed to a confirmed or suspect case of COVID-19, or with confirmed or suspected COVID-19, can continue to work, provided their absence would adversely impact the ability for the agency to continue to provide an appropriate level of response, and only in accordance with the following conditions:
 - a. Asymptomatic contacts: Firefighting personnel who have had contact with a confirmed or suspected case of COVID-19 but display no symptoms.
 - Personnel who are asymptomatic contacts of confirmed or suspected COVID-19 cases should self-monitor twice-a-day both on- and off-duty (i.e. temperature and symptoms check). Asymptomatic personnel should be similarly monitored by agency personnel at the beginning of each shift and at least every 12 hours during the shift.
 - Wear a facemask while working within 14 days after their exposure. The mask should be donned before entry into the workplace and before close contact with coworkers.
 - b. Confirmed or Suspected COVID-19 cases: Firefighting personnel with confirmed or suspected COVID-19, based upon symptoms¹, and who have maintained

¹ Symptoms include fever, cough, or shortness of breath. Some individuals may also have other mild flu-like symptoms like headache, malaise, sore throat, vomiting or diarrhea.

isolation for at least 7 days after illness onset, and have been at least 72-hours fever-free without fever-reducing medicines and with other symptoms improving. These requirements intended to minimize contagiousness, and may not address overall fitness for duty.

- Personnel who are recovering from COVID-19, but otherwise fit for duty, should wear a facemask for at least 14 days after onset of illness and until all symptoms resolve. The mask should be donned before entry into the workplace and before close contact with coworkers.

2. Reduced Risk Assignment. If possible, personnel working under these conditions should be preferentially assigned, whenever possible, to job functions that have less contact with others and the public. Staffing models may consider assigning firefighters together who are all in an exposed category, to reduce risk assignments. Crews may be assigned to work a slower response area with fewer public contacts. As this outbreak grows, all personnel permitted to work under the above conditions may be needed for any assignment.
3. Firefighting Personnel Becomes Symptomatic: Any personnel who develops symptoms consistent with COVID-19 should immediately notify their supervisor remotely (e.g. phone, radio, etc.), stop work, and isolate at home. Symptoms may be mild in the majority of cases, especially near onset. Mild symptoms consistent with COVID-19 should be assumed to be a result of the virus, until ruled out by medical professionals. Testing should be prioritized for these personnel. All personnel with symptoms consistent with COVID-19 should be dealt with as if they are infected, regardless of the availability of test results. These personnel may return to work after 7 days of isolation and being 72-hours fever-free without fever-reducing medicines and improving other symptoms, provided their absence would adversely impact the ability for the agency to continue to provide an appropriate level of response.

Fire Service agencies should promulgate specific directives to their personnel and firefighters that is consistent with this interim guidance. However, given the rapidly changing nature of this public health emergency and the critical mission of the fire service, agencies may adapt or adjust their specific protocols and procedures to ensure appropriate staffing and effective operations.

For additional fire service guidance, visit the US Fire Administration website at: https://www.usfa.fema.gov/downloads/pdf/publications/first_responder_pandemic_operational_capabilities.pdf. Call the Novel Coronavirus Hotline 24/7 at 1-888-364-3065 for additional guidance or visit the DOH's website at <https://coronavirus.health.ny.gov/home> or visit CDC's website at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

EXHIBIT F

CLEANING LOGS

Troy City Hall
Cleaning Log

Location: BATHROOM

Monday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Friday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Tuesday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Saturday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Wednesday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Sunday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Thursday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Toilet Flush Handles <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Troy City Hall
Cleaning LogLocation: BREAK ROOM / KITCHEN

Monday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Friday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Tuesday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Saturday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Wednesday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Sunday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Thursday	Date: _____
Time:	____:____ AM / PM
<input type="checkbox"/> Door Knobs <input type="checkbox"/> Tables <input type="checkbox"/> Countertops <input type="checkbox"/> Sink Faucet Handles <input type="checkbox"/> Paper Towel Dispenser <input type="checkbox"/> Soap Dispenser <input type="checkbox"/> Vending Machines <input type="checkbox"/> Other: _____	
<i>Initials:</i> _____	

Troy City Hall
Cleaning Log

Location: _____ (Department Name)

Monday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	
Tuesday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	
Wednesday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	
Thursday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	
Friday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	
Saturday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	
Sunday		Date: _____	
Time: _____ : <input type="checkbox"/> AM / PM	Time: _____ : <input type="checkbox"/> AM / PM	Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____	
Initials: _____	Initials: _____	Time: _____ : <input type="checkbox"/> AM / PM	
Door Knobs <input type="checkbox"/> Countertops <input type="checkbox"/> Keypad Door Lock <input type="checkbox"/> Light Switches <input type="checkbox"/> Other: _____		Time: _____ : <input type="checkbox"/> AM / PM	
Initials: _____		Initials: _____	

EXHIBIT G

TRAVEL AND VACATION GUIDELINES

City of Troy**COVID-19 Travel/Vacation Guidelines****Effective November 4, 2020**

(Updated November 13, 2020)

The City of Troy takes its responsibility to protect the health and well-being of its workforce seriously. Effective June 25, 2020, New York State Governor Andrew Cuomo issued Executive Order 205 – Quarantine Restrictions on Travelers Arriving in New York State. More recently, Governor Cuomo has announced new guidelines allowing out-of-state travelers entering or returning to New York to “test out” of the mandatory 14-day quarantine. The new protocol is effective November 4, 2020 and provides, in part:

All travelers entering New York from a state that is not a contiguous state, or from a CDC Level 2 or 3 Travel Health Notice country, shall quarantine for a period of 14 days, consistent with Department of Health regulations or quarantine, unless:

1. For travelers who traveled outside of New York for more than 24 hours, such travelers must obtain testing within 72 hours prior to arrival in New York, AND
2. Such travelers must, upon arrival in New York, quarantine according to Department of Health guidelines, for a minimum of three days, measured from time of arrival, and on day 4 may seek a diagnostic test to exit quarantine.

Travelers that meet the above criteria may exit the quarantine upon receipt of the second negative test result.

Contiguous states are Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont. Travelers from these states are not subject to this guidance.

Travelers who leave New York State for less than 24 hours do not need to obtain a diagnostic test before departing and do not need to quarantine upon return. However, such travelers must fill out the traveler form upon entry and must obtain a diagnostic test on the fourth day after arrival in New York.

The travel advisory issued pursuant to Executive Order 205.2, requires all New Yorkers, as well as those visiting from out of state and out of country, to comply with the advisory in the best interest of public health and safety. However, the Department of Health retains the ability to

enforce quarantine requirements and impose significant penalties for non-compliance, as such non-compliance can result in significant harm to public health.

Employees are strongly encouraged, if possible, to reschedule travel arrangements that involve out of state travel to a non-contiguous state, or to a CDC Level 2 or Level 3 Travel Health Notice country.

Based on Executive Order 205.2, The City of Troy has adopted the following guidelines regarding employee travel, effective immediately:

1. Employees must report all travel to their direct supervisor and/or department head at least 72 hours in advance of traveling to a non-contiguous state or US territory, or any CDC Level 2 or Level 3 Health Notice country.
2. If an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and the Personnel Officer or designee, in consultation with appropriate state and local health authorities, a worker who returns from a non-contiguous state or US territory, or any CDC Level 2 or Level 3 Health Notice country, and is asymptomatic, may return to work prior to completing 14 days of self-quarantine OR prior to testing out of the quarantine, so long as the essential worker adheres to the following practices prior to and during their work shift, which should be monitored and documented by the supervisor/department head and employee:
 - A. The employee must seek diagnostic testing for COVID-19 on day 4 after arriving to New York State.
 - B. Pre-Screen: The supervisor shall measure the employee's temperature and assess symptoms prior to the employee starting work.
 - C. Regular Monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit and for symptoms consistent with COVID-19 throughout the workday.
 - D. Wear a Mask: The employee shall wear a mask AT ALL TIMES while in the workplace for at least fourteen (14) calendar days from the time of their last contact with the non-contiguous state or US territory, or CDC Level 2 or Level 3 Health Notice country.

- E. Regular Hand Washing: The employee shall regularly wash their hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- F. Social Distance: The employee will maintain 6 feet and practice social distancing as work duties permit in the workplace.
- G. Disinfect and Clean work spaces: The employee shall clean and disinfect their workspace at the end of their shift. All other areas shall be cleaned and disinfected routinely in accordance with the respective departmental safety plan.
- H. Maintain Quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last contact with the non-contiguous state or US territory, or CDC Level 2 or Level 3 Health Notice country OR until such employee has met the criteria to test out of the 14-day quarantine.

3. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
4. An “essential worker” is (1) any individual employed by an entity included on the Empire State Development (ESD) Essential Business list; or (2) any individual who meets the COVID-19 testing criteria, pursuant to their status as an individual who is employed as an essential employee who directly interacts with the public while working, pursuant to DOH Protocol for COVID-19 Testing, issued May 31, 2020, or (3) any other worker deemed such by the Commissioner of Health or the municipal employer.
5. Non-Essential employees entering NYS after traveling to a non-contiguous state or US territory, or CDC Level 2 or Level 3 Health Notice country, will be required to quarantine for a period of 14 days, i.e., to stay home and remain away from their work locations for fourteen (14) calendar days from the time of their last contact with the restricted state or country, OR must meet the criteria to test out of the mandatory 14-day quarantine and shall provide documenting proof to their supervisor/department head prior to returning to work.
6. Pursuant to Executive Order 202.45, as extended, any New York State resident who voluntarily travels to a non-contiguous state for travel that was not taken as part of their employment or at the direction of the employer will not be eligible for benefits under

New York's COVID-19 paid sick leave law. Depending upon the individual circumstances, a quarantined employee who is unable to work may be entitled to: 1.) paid leave; or 2.) may use accrued leave time; or 3.) may use debit time, while observing the fourteen (14) calendar day quarantine. Employees who are able to work from home may be required to telework during quarantine.

7. Exceptions to these guidelines may be made for essential workers, or for other extraordinary circumstances. Employees must request authorization from their department head in advance of the travel. The department head will cooperate with the Personnel Director to determine if the travel is work related, or may otherwise be approved.

This guidance is subject to change upon receipt of further guidance from the Governor's Office, the NYS Department of Health and/or the Centers for Disease Control and Prevention (CDC).

TROY CITY COUNCIL VOTING RECORD
Regular Meeting - April 1, 2021

Ordinance No. _____

Resolution No. 25

Local Law No. _____

Introduced by Mantello at the request of the Administration

Motion/Second: KZ/JG

	Absent	Approve			Table		Amend	
		Aye	No	Abstain	Aye	No	Aye	No
Council Member Gulli	<input type="checkbox"/>							
Council Member Ashe-McPherson	<input type="checkbox"/>							
Council Member Steele	<input type="checkbox"/>							
Council Member Cummings	<input type="checkbox"/>							
Council Member Zalewski	<input type="checkbox"/>							
Council Member McDermott	<input type="checkbox"/>							
Council President Mantello	<input type="checkbox"/>							
TOTALS		<u>7</u>	<u>0</u>	<u>0</u>	—	—	—	—

Motion to Table/Second: _____

Motion to Amend/Second: _____

Amendment: