## **COMMUNICABLE DISEASE PLAN COMPONENTS**

 **As required by** **NY Labor Law Section 27-c**

* **Policy Statement** what prompts implementation of this plan and how it is set in motion.
* **Planning Assumptions**: make the plan broad enough to cover any communicable disease situation, not just CoVid-19, there are and will be other variants and communicable diseases that this plan may apply to.
* **Risk Assessment** assess how and to what extent this emergency situation is going to affect your operations and then plan accordingly
* **Outline a Concept of Operations**; who are the stakeholders and what are their responsibilities and include a continuity of operations section which must be considered and included in the plan. How will your organization function with reduced or no staff, who are the stakeholders and what are their responsibilities going to be. No names, titles only.
* **Job Descriptions** of stakeholders, what are they called and what do they do
* **PREPAREDNESS ACTIVITIES** including mitigative measures that can be taken to lessen the affects from communication of a disease.
	+ Identification of who *essential* workers are, and a list and a description of the types of positions that are essential for operations.
	+ What protocols will be followed for non-essential employees to telecommute including but not limited to facilitating or requesting, distribution, downloading and installation of any needed technology, including software, data and the transferring of office phones to absent staff.
	+ Describe how the employer will to the extent possible stagger work shifts to reduce public contact on public transportation and at the work site.
	+ Obtaining Remote work authorization and practices
	+ Modified work shifts if appropriate
	+ Use of facilities including access and decontamination procedures
	+ Identify PPE that may be needed, how much and where it is going to be obtained
	+ Purchase and store PPE in case needed.
	+ Consider where PPE supplies are coming from and anticipate having sufficient supplies if the normal supply chain dries up. Contingency planning exercise.
	+ Determine how and who will the worksite be decontaminated and how often and outline the reasons it may be needed.
	+ Determine leave policy for employees to receive testing, treatment, isolation or quarantine.
	+ Determine protocol for documenting off site work hours if applicable, maintenance of time or attendance records.
	+ Determine what benefits are applicable and how those benefits are obtained.
	+ Determine proper methods to disposed of contaminated waste or PPE.
	+ Leave policy as appropriate
	+ Identify locations for isolation or quarantine of those who have positive symptoms
	+ Identify resources, where resources are lacking develop contingency plans for resources which are lacking
	+ Determine any other requirements that may be promulgated by the Department of Health such as contact tracing, social distancing, personal hygiene, disinfection or mask use.
	+ Consider any impacts on labor agreements or contracts.
* **RESPONSE ACTIVITIES**; what to do during emergency
	+ Identify minimum staffing as required and the manner in which they will protect themselves and others
	+ Protective Actions for life safety
	+ Incident stabilizations
	+ Communicable disease reporting
	+ Isolation protocols, who, when and where
	+ How and where use will need to change and implementing changes
	+ Protocols in dealing with the public
	+ Identification of high risk, medium risk and low risk activities
* **RECOVERY ACTIVITIES**
	+ Develop demobilization plans
	+ Long term activities that may be required, what, who, where, when
	+ Outline path to return to normal
	+ What do we need to keep doing for how long and what activities or actions need to cease and when?
	+ What new or changed protocols need to be put in place going forward.

**References: NY Labor Law Section 27-c with proposed chapter amendments**

Each public employer in the state of New York shall prepare a plan for the continuation of operations in the event that the governor declares a **state disaster** emergency involving a communicable disease.

“Essential" shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. **Such designation may be changed at any time in the sole discretion of the employer.**

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