

# CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

## Purpose

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020. This requires NYS governmental entities to prepare a plan for the continuation of operations in the event that the governor declares a public health emergency involving a communicable disease. Ulster County Community College (SUNY Ulster) is a covered governmental entity and this plan is to serve as our continuity of operations in the event the Governor declares a public health emergency.

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

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

Individual(s) Responsible for Maintaining this Plan:

Kenneth Juras  
Dean for Administration – Operations and Human Resource Management  
[jurask@sunyulster.edu](mailto:jurask@sunyulster.edu)  
845-687-5108

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## Statutory Elements of the Plan:

- A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.
- A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.
- A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
- A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits, which may be available to certain employees on that basis.
- A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

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

## A. Essential Personnel

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

Essential employees are defined Pursuant to SUNY Ulster Board of Trustees Policy 4.14. The designations may only be changed with approval of the SUNY Ulster Board of Trustees, but the Administration of SUNY Ulster may at its discretion require or not require these essential employees to physically report to campus based on the operational and situational needs of SUNY Ulster. "Non-essential" shall refer to those positions not designated as essential by the SUNY Ulster Board of Trustees. For the purposes of this plan, nonessential employees may, at the discretion of the administration of SUNY Ulster, be required to physically report to campus based on the operational and situational needs of SUNY Ulster. Employees will receive notification from their supervisors and senior leadership as soon as practicable if this were to occur.

Below is a list and description of the types of positions in SUNY Ulster who have been deemed essential based in the above definition:

Mission Essential Position	Description
President, Acting Chief of Staff, Vice President for Academic Affairs, Vice President for Administrative Services, Associate Vice President for Workforce, Economic Development and Community Partnerships, Executive Director of External Relations and Institutional Advancement	Executive Leadership
Human Resources and payroll personnel Dean for Administration	Payroll Processing: Providing support and direction of all functions designated as essential
Coordinator of Procurement & General Services and Purchasing Agent	Purchasing Functions: Emergency purchasing and processing.
Assistant Dean of Student Services and Athletic Director	Student Services

Mission Essential Position	Description
Coordinator of Operations/Continuing & Professional Education	Kingston Center of SUNY Ulster (KCSU) Coordination
Health Services Coordinator and all Health Services Staff	Public Health: Deliver necessary services within a potentially expanded Scope of Practice (under the direction of the NYS Department of Education).
Receptionist(s) at Switchboard	Switchboard Operations
Registrar	Student Records
Director of Plant Operations & All Plant Operations Personnel	Building Operations and Management: Preserve buildings and grounds, provide cleaning services, provision of required energy resources.
Director of Public Safety and Public Safety Personnel	Office of Public Safety: Maintenance of order on SUNY properties; ensuring safety of campus population.
Chief Information Officer & Office of Information Technology Staff	Office of Information Technology: Help desk, web and network services, email, telephone, etc.

## B. Telecommuting

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

The SUNY Ulster Board of Trustees has the authority to establish a uniform, telecommuting program which outlines how SUNY Ulster departments will manage to telecommute. In the event of a future state disaster emergency involving a communicable disease, SUNY Ulster will receive direction and guidance from the Governor's Office, SUNY System administration and/or the County of Ulster Executive's Office on the rules and guidelines applicable to telecommuting and will take the necessary steps in order to implement and operationalize any official telecommuting program, where applicable, for SUNY Ulster, including:

- Protocol for procurement, distribution, downloading and installation of needed technology: There are a variety of technological tools available to support a remote workforce including, but not limited to: online access from anywhere to Blackboard or other online learning management systems, Google G Suite, Microsoft Office 365, and Zoom. In addition to these software tools, we may provide access to desktops and lab computers, and loaner laptops, Chromebooks, tablets and other technological resources.
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones: Call forwarding is available. Additionally, cell phone use is prevalent, and many employees choose to use their cell phones as their primary contact.

In the absence of a SUNY System- wide telecommuting program or model policy, SUNY Ulster will work within the confines of current labor management structures to determine the appropriateness of employee presence on campus, including the possibility of assigning alternate work locations. Until a decision is made by SUNY Ulster and/or the SUNY System Administration about the nature and extent of the emergency, or closure by the Governor, all employees should report to work as usual. Thereafter, management will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work and/or a physical work location. SUNY Ulster will periodically assess its technology needs for telecommuting and ensure that appropriate information technology resources are available.

## C. Work Shifts/Schedules

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

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

SUNY Ulster will ensure that essential employees can continue to fulfill their work responsibilities within the confines of what is advisable by the WHO, CDC and/or required by NYS or its DOH. In a future communicable disease event, current procedures and guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all employees.

Considerations will be made, within the confines of collective bargaining agreements and civil service laws, rules or regulations, to modify working hours, shifts, and schedules in such a way that social distancing and other workplace safety protocols can be enforced. We will ensure that

appropriate physical and social distancing is followed for those physically present at work. These guidance documents include the following key elements:

- Employees required to physically report to the office may work with their supervisor on an individualized work schedule that will meet specific operating requirements and their personal needs. Subject to operating needs, an individualized work schedule can include:
  - Permitting essential employees to flex their schedules around available childcare, working some or all of their hours on evening and/or weekend shifts when alternate care options are available, dependent on operational needs.
  - Adjusting building access (hours and security) to support flex schedules.
  - Office Social Distancing:
    - During the current emergency, SUNY Ulster evaluated and adjusted its individual and community office space to comply with social distancing requirements. These details will be kept and will be available during the next contagious disease emergency, in accordance with the threat.
    - Supervisors will monitor work schedules and limit occupancy in any enclosed space to no more than 50% and maintain a 6- foot distance between individuals. ■ Physical partitions or other barriers may be installed where 6- foot distancing between staff is not possible.

## D. Personal Protective Equipment

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

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

SUNY Ulster follows Infection Control Procedures in accordance with the Center for Disease Control and the New York State Department of Health in the development of all internal protocols and guidance relative to responding to communicable disease.

During a response to a communicable disease outbreak, procuring, distributing and inventory control will be centralized and prioritized. Vice President of Administrative Services and her/his staff will coordinate these activities, and supplies will be procured from well- established Ulster County and/or New York State suppliers whenever possible and consistent with all laws, rules, regulations and policies regarding procurement.

SUNY Ulster will be responsible for ensuring that there are adequate nonmedical (for implementation of CDC recommended infection control and biosafety measures; cleaning and disinfecting) supplies to cover a public health emergency. SUNY Ulster's PPE supply is stored pursuant to PPE storage requirements and is overseen and distributed by the Vice President of Administrative Services.

SUNY Ulster will also ensure staff will be provided training on the proper donning, doffing, cleaning and disposal of PPE, as appropriate.

## E. Exposure Protocol

What is the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace? Current requirements under the COVID-19 disaster emergency, as follows, should be taken into account in the description of your protocol:

- Implement mandatory remote or in-person daily health screening for COVID-19 contact or symptoms (e.g., questionnaire, temperature check) for in-person employees at or near the beginning of each workday.
- Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.
- Ensure agency/authority is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance, including instructions to employees on when to return home and when to return to work.
- Ensure screening staff are trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment including at least a face covering and gloves, if the screening involves contact.
- Maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. Records must be reviewed and secured on a daily basis.
- Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- Where practicable, maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.

SUNY Ulster, utilizing guidance from the CDC, NYSDOH and UCDOH, has created a series of procedures to ensure that all employees physically reporting to work are screened for infectious disease and that the results of the screenings are collected and instantly reviewed. These protocols follow all screening, testing, and tracing procedures as outlined in the applicable NYS DOH guidance, including instructions to employees on when to return home and when to return to

work. Protocols are updated as circumstances change. SUNY Ulster will also utilize engineering controls, safe work practices and PPE in order to minimize exposure in a future state disaster emergency caused by a communicable disease, which will be dependent on the communicable disease that causes such disaster emergency.

During the COVID- 19 pandemic, SUNY Ulster implemented what SUNY System Administration has worked with the SUNY hospital network to develop tests in the current pandemic and requiring weekly testing of all employees physically present at SUNY campuses. Testing protocols could be modified to support other testing needs and as recommended in guidelines set by CDC, NYSDOH and SUNY.

Employees who are physically reporting to work must complete the Daily Health Screening within the SUNY Ulster portal prior to reporting to work, or will be screened upon entry to Hasbrouck Hall. All employees reporting to campus must submit to a temperature screening and record their entry onto campus via an electronic system. This Includes employees coming into the building only for a brief period. Employees who have had an exposure consistent with guidelines requiring them to quarantine will be placed into the electronic entry system to automatically “flag” as an individual who should not be reporting to campus.

Procedures have been developed to comply with directives from the NYSDOH and other state agencies which includes cleaning and disinfecting protocols, as well as notification to health officials as required. SUNY Ulster also directs the daily thorough disinfection of any work area of any in person employee as well as any common area surface and shared equipment such employee may have touched including:

- Building and elevator lobbies.
- Restrooms & drinking fountains.
- Hallway light switches, turnstiles, and waste receptacles.
- Building entrances, stairwell doors and handrails.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency that has been declared and any provisions of law that provide for leave under such circumstances, during a communicable disease emergency an employee’s leave options include applicable State policy leave, leave provided under a Federal Act and an employee’s own leave accruals. Collective Bargaining Agreements may also be applicable. Policy on available leaves will be established by the relevant Federal, State and/or Ulster County agencies and the Dean for Administration – Operations and Human Resource Management shall provide guidance to the SUNY Ulster cabinet and employees about available leaves.

SUNY Ulster will provide periodic updates, as information becomes available, on the communicable disease and its transmission as part of its exposure protocols in order to assist with reducing transmission.



## F. Protocol for Documenting Work Hours/Locations

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

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

Employees entering SUNY Ulster must undergo a health screening and entry protocol, which is recorded as, described in Section E (above). Logs from that application are saved daily and are accessible by key personnel including the Vice President for Administrative Services, Dean for Administration – Operations and Human Resource Management, Director of Safety and Security and Health Services Coordinator. The use of the information contained therein will be for the purposes of disease tracking, identifying potential exposures, and contact tracing.

## G. Protocol for Identifying Emergency Housing for Essential Employees

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

To the extent needed, your agency's/authority's Director for Administration (DFA) (or in the case of facility operations the local equivalent) will be the point of contact for the identification of emergency housing for essential employees. The DFA or local equivalent will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may be in need of such housing.

SUNY Ulster will first look to use the Kelder House in the event housing for essential personnel is necessary. SUNY Ulster will also contact county officials, hotels and other college and university officials to develop information about the availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may need such housing.

## H. Other Requirements Determined by the NYS DOH

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

- Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.
- When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect airflow, heating, cooling, or ventilation.
- Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
- Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.).
- Post signs, consistent with the NYSDOH COVID- 19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.
- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with NYSDOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID- 19".
- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for COVID- 19. Such cleaning should include, at a minimum, all heavy transit areas and high- touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC guidelines on "Cleaning and Disinfecting Your Facility" will be complied with if someone who was on- site was suspected or confirmed to have COVID- 19.
- SUNY Ulster will have identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central

points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.

- SUNY Ulster will also comply with all executive orders and emergency regulations related to the state disaster emergency.