



## Hudson Valley Community College

### Continuity of Operations Plan for a State Disaster Emergency involving a Communicable Disease

*Revised March 12, 2021*

#### **Purpose**

To insure the continuation of services provided by Hudson Valley Community College (HVCC, the College) and the health and safety of its workforce, the attached plan will be put into operations in the event the Governor declares a state disaster emergency involving a communicable disease. This plan is posted where it can be seen by employees, is referenced in the employee handbook, and is accessible on the College's website.

#### **Individual(s) Responsible for Maintaining this Plan:**

Vice President for Administration, Gloria Baez, [g.baez@hvcc.edu](mailto:g.baez@hvcc.edu) 518-629-4890

**Date of Posting:** April 1, 2021

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

##### **A. Essential Personnel**

Essential shall refer to a designation made that a college employee is required to be physically present at a worksite to perform his or her job. Such designation may be changed at any time in the sole discretion of the president.

Non-essential shall refer to a designation made that a college 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 president.

Following presidential determination, changes in designation of essential/non-essential workers will be communicated to employees through the responsible supervisor.

In the event of a State Ordered reduction/shutdown of in-person workforce, the following positions may remain on campus to maintain the effective operations of the campus to implement the emergency response plan and secure campus facilities and maintain the academic continuity. These determinations can be changed at any time noting additional functions or positions required to support the well-being of individuals who remain on campus as well as campus facilities and resources.

Title	Function
President	Executive Leadership
Executive Assistant to the President	Maintains the operation for the Office of the President
Vice President for Academic Affairs	Executive Leadership
Vice President for Administration	Chair, Emergency Preparedness Committee
Vice President for Educational Opportunity Center	Executive Leadership to the Educational Opportunity Center
Vice President for Student Affairs	Executive Leadership
Executive Director for Communication	Maintains all internal and external communications on behalf of the Office of the President
Executive Director for External Affairs and Government Relations	Liaison to the Office of the President, for SUNY, NYS and County offices
Chief Information Officer	Help desk, web and network services, email, telephones
Chief Financial Officer	Maintains finances, and procurement for emergency situation
Director of Public Safety	Ensures Safety of the Campus Community and Secures Campus Facilities
Director of Facilities	Maintains building and grounds and required energy resources
Environmental Health and Safety Officer	Provides implementation of campus emergency response plan, protocol
Director of Health Services	Provides for the health and safety of students, faculty and staff
Executive Director of Human Resources	Deploys staffing needs and responsibilities
Public Safety Officers	Ensures Safety of the Campus Community and Secures Campus Facilities
Various Titles	Facility staff as needed

## **B. Telecommuting**

In the event of a state disaster emergency involving a communicable disease, HVCC will take direction from SUNY regarding the academic continuity to maintain the integrity of its degree programs.

HVCC has established the following protocols 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.

- Protocol for procurement, distribution, downloading and installation of needed technology is managed by the Information Technology Services (ITS) department. There are a variety of technological tools available to support a remote workforce. The College may employ a variety of tools that provide access from anywhere to Blackboard or other online learning systems, Microsoft Office 365, One Drive, Word, Excel, PowerPoint, Teams, and SharePoint. In addition to these software tools, the College may provide access to desktops and lab computers. The College may also supply loaner laptops, Chromebooks, tablets, and other technological resources as may be needed by the employee in the performance of remote work.
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones is managed by the campus ITS department which will support ways to remotely access calls and voicemail. Employees should check with the ITS Help Desk to see what options are available. Additionally, cell phone use may be prevalent, and employees may choose to use their cell phones as their primary contact, with no expense incurred by the College

The College will periodically assess its technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.

The College 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 the College about the nature and extent of the emergency, or a 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.

The Office of Human Resources in keeping with the provisions of the collective bargaining contracts of the represented bargaining units established a campus wide, uniform, telecommuting program which outlines how departments shall manage telecommuting.

### **Telecommuting Procedure for College Employees**

#### Scope

Telecommuting procedure is effective for the period of time specified and applies to employees who participate in telecommuting arrangement during an emergency closing of the College or who are under Department of Health quarantine. The College reserves the right to extend the program, if necessary and appropriate. The specific duration of the period of telecommuting for an individual employee will be determined by the College

as appropriate to the situation. This procedure applies to all College Management Confidential Administrators, Faculty, Professional Staff, and Classified Staff.

Employees will be directed to telecommute at the discretion of the College. Telecommuting is not an employee right or formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the College and its students.

This procedure will be administered by the College's Office of Human Resources.

For the purposes of this procedure, the term area supervisor refers to the Hudson Valley Community College Executive Team or their designee as appropriate to the specific division.

#### Telecommuting Criteria

To be eligible to telecommute, employees must, among other things:

- Within their job description have portable job duties;
- Provide a work site and equipment (telephone, Internet, supplies, etc.) suitable for working remotely; and
- Establish they are ready, willing, and able to work independently and productively.

Some positions, responsibilities and projects are more suitable for telecommuting than others and may be appropriate to maintain business continuity in the event of an emergency and/or health quarantine. Also, responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for a work-at-home arrangement. However, employees assigned to work-at-home or who are on call may be asked to report to campus as needed. Employee must be willing to, with the oversight of their immediate supervisor, develop a telecommuting plan and a weekly report of work activity.

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

HVCC to the extent possible, will stagger work shifts or adjust work hours of essential employees in order to reduce density on campus.

HVCC 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 these will 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 campus safety protocols can be enforced. HVCC 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 will 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:
    - The office for Environmental Health and Safety will evaluate individual and community office space to comply with social distancing requirements. These measurements 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 or as per current guidance as directed by DOH or CDC.
    - Physical partitions or other barriers may be installed where 6-foot distancing between staff is not possible.

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

The Environmental Health and Safety department will conduct personal protective equipment (PPE) assessments, in accordance with the College's [Personal Protective Equipment Program](#), for employees performing tasks with the potential for exposure to a communicable disease. A hazard assessment is also being conducted for higher risk tasks during the current pandemic, following the [COVID-19 Risk Assessment and Control Protocol](#). Any required respirator use will be in accordance with the College's [Respiratory Protection Program](#). Available guidance from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the New York State Department of Health will be followed in the development of all PPE protocols and other internal protocols and guidance relative to protecting employees from exposure to communicable disease.

Training on proper use, disposal and decontamination of PPE will be included in communicable disease training provided to all employees. Instructions will also be posted online in communicable disease protocols and procedures. Training on Respiratory Protection and/or other PPE required for higher risk tasks will be provided by the Environmental Health and Safety Department. Posters, web content and handouts on proper use of PPE will be included in the campus communicable disease communication strategy.

During a response to a communicable disease outbreak, procuring, distributing and inventory control will be centralized and prioritized. The Purchasing and Environmental Health and Safety departments will coordinate these activities and supplies will be procured via well-established suppliers. The needs for a rolling six month period will be forecasted and supplies obtained as far in advance as supply chains allow. PPE storage will be centralized in a clean, dry, temperature-controlled location. During the current

pandemic, Inventory maintains control of supplies and distributes to the campus community in accordance with the procedure similar to the [COVID-19 Supply Procedure](#).

#### **E. Exposure Protocol**

The College will utilize engineering controls, safe work practices and PPE in order to minimize exposure in a future state disaster emergency caused by a communicable disease which will be dependent on the communicable disease that causes such disaster emergency.

HVCC 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.

In the event an individual has been exposed to a known case of a communicable disease during a pandemic, exhibits symptoms or tests positive, notification to health officials will be made, contact tracing will be conducted, and enhanced cleaning and disinfection of affected spaces will occur. The protocols established for the current COVID-19 public health emergency include: prompt identification and closure of affected spaces, contact tracing and notification to health officials, and enhanced cleaning and disinfection of affected spaces. Disinfection procedures have been developed in accordance with available guidance from the CDC and NYS DOH and are detailed in Appendix A of the College's [COVID-19 Cleaning and Disinfection Protocols](#).

The College has created a series of protocols to ensure that all individuals physically reporting to campus during the current pandemic are screened for infectious disease and that the results of the screenings are collected and promptly 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.

- The College requires weekly surveillance testing of all employees and students physically present on the campus during the current pandemic.
- Employees, students and visitors who are physically reporting to campus work must complete the Daily COVID Screening and proceed to a check-point for verification and a temperature scan before being allowed on campus for the day.
- Records to facilitate contract tracing are made through the daily screening log and a departmental visitor sign-in log.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency declared and any provisions of law provided under such circumstances, the employee's leave options include: i) leave provided under a Federal Act or State mandate, ii) employee's own leave accrual, iii) Collective Bargaining Agreement provisions, and/or iv) any other options as may be approved by the President. Policy on available leaves will be established by Office of Human Resources who shall provide guidance and instruct employees accordingly.

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

HVCC utilizes KRONOS as its time and attendance system. The system has the ability to design enhanced fields which have been put in place for former public health outbreaks (COVID-19) and can be refined to designate in-person or remote working for each employee. In certain circumstances, depending upon the

type of position and employee may be required to keep a paper timesheet or a Kronos timesheet. Most employees will record their time in Kronos. Timesheets are kept on a daily basis with actual hours worked indicated. Timesheets cover a two-week period. As a public institution, the College must be able to demonstrate that employees are on campus or working remotely in order to be paid for services rendered. Completion of timesheet records of attendance and leave use meet a basic audit standard and if necessary to record an individual's time on campus in a public health crisis, therefore must be kept up to date. Timely completion and approval of timesheets is expected of all employees. It is the employee's responsibility to daily track accurate time and attendance.

HVCC employees entering campus must undergo a health screening which is recorded as per the established "Guidance for the Screening Process of COVID-19" which is located on the HVCC app and is available and can be adapted to a current Public Health Emergency. The screening process is mandatory for all students, employees, visitors and contractors. Logs from that application are saved daily and are accessible by key personnel including the Chief Information Officer, Director of Health Services and the Office of Human Resources Office. The Environmental Health and Safety Officer and the Director of Health Services are responsible for the data collection to be utilized for the purposes of disease tracking, identifying potential exposures, and contact tracing.

In situations of potential exposure to a communicable disease, the College will utilize the KRONOS system, its paper times sheets, and the data collected through the College's Screening Process to identify those individuals who need to be traced.

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

In the event HVCC is in need of emergency housing for essential employees to further contain the spread of a communicable disease, the College will contact the Rensselaer County Public Health Preparedness Coordinator (518-270-2720) to work cooperatively to identify sites for emergency housing.

To the extent needed, HVCC Executive Director of External and Government Affairs, serves as liaison to Rensselaer County Department, will be the point of contact for the identification of emergency housing for essential employees. The Executive Director and Vice President for Administration 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.

#### **H. Other Requirements Determined by the New York State Department of Health**

The present COVID-19 requirements as presented below are all defined within the protocol for the HVCC NYFOWARD Campus Re-opening Plan for 2020-21 and subject to change and/or revisions as per a declared Public Health Emergency available on the HVCC Website – [www.hvcc.edu](http://www.hvcc.edu)

- Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
  - Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.

- When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
- Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity or as per current guidance as directed by DOH or CDC.
- Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
- Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.
- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.

The College will also comply with all executive orders and emergency regulations related to the state disaster emergency.