

A Regular Meeting of the Board of Trustees of the Village of Oxford was held at 7:00 pm on March 31, 2020 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830.

Present were: Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Carly Hendricks, via skype Mayor Terry Stark and Clerk-Treasurer Shelly Marks.

Absent: DPW Superintendent Rick Paden, WWTP Operator Kirk Noetzel, Fire Chief Ron Martin, EMS Captain Mark Forrest, Zoning Officer/Dog Warden Roger Barrows

The Village Trustees reviewed each of the invoices in the abstract for March 2020.

Mayor Stark called the Regular meeting to order at 7:26 p.m.

The Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

There was no public access due to Covid-19. Only Board Members gathered for the monthly meeting. There were no department heads or vendors.

ABSTRACT:

Trustee Marks seconded by Trustee D. Hendricks made a motion to approve Abstract #010 as presented.

General Fund	\$71,269.59
Water Fund	\$ 4,293.40
Sewer Fund	\$10,724.24
Water Project	<u>\$13,558.76</u>
	\$99,845.99

APPROVAL OF MINUTES:

Trustee C. Hendricks moved and Trustee Leach seconded the motion to approve the February 25th Meeting Minutes.

TREASURER'S REPORT:

Trustee Marks moved and Trustee D. Hendricks seconded the motion to approve the February Treasurer's Report. All approved.

JUSTICE REPORT:

Trustee Leach moved and Trustee C. Hendricks seconded the motion to approve the February Justice Report from Judge Frye. All approved.

OFD REPORT:

A written summary was submitted from Chief Martin.

WWTP:

A written summary was submitted by WWTP Operator Noetzel. Bill Kelsey will be put in rotation at the WWTP with WWTP Operator Kirk Noetzel, alternating days.

PUBLIC WORKS DEPARTMENT:

A written summary was submitted by SPW Paden.

POLICE DEPARTMENT:

A written summary was submitted by Police Chief Rich Nolan. The Village will need to upgrade internet services due to slow connection in every department.

We need a training plan between Chief Nolan and OIC Adam Francis. The Village can keep OIC Francis on 2nd shift until we find someone and then we can begin training. Chief Nolan shouldn't be working as a chief since he is training. The Board will check with Officer Cole Samsel to see if he is interested in the full-time police position that is available. We will continue the police discussion after the April 14th budget meeting.

OLD BUSINESS:

Trustee Leach moved and Trustee Marks seconded a motion to archive documentation and expression of appreciation during the current experience of the coronavirus pandemic, referred to as COVID-19 Virus, that is being dealt with locally, nationally and worldwide. The documents specifically to be attached to the meeting minutes will be the letter from Mayor Terry Stark to the Village Board and Department Heads that is dated March 25, 2020 and is entitled, "COVID-19 Week 2-Update." This document updates earlier information of March 18th and contains several key issues and critical assumptions affecting the Village of Oxford. The second document is the multi-paged report submitted for the March 31, 2020 Village Board Meeting by Fire Chief Ronald Martin and the added two-page revision dated March 31st that was received in today's email. The third document is that portion of Police Chief Nolan's monthly report starting with the page entitled, "Operating Procedure Number 3.2-Temporary Policy: COVID-19 Response" through and including his attached memos of the governor's Executive Order #202.8 and the memos from the Department of Health and press release from New York State Unified Court System that concerns our police department and matters pertaining to the Division of Criminal Justice System (DCJS.) Also intended in this motion is a statement of appreciation for the efforts, energy and work being provided by the Mayor, paid Village staff and volunteer support of the Oxford Fire Department and EMS Squad. It is recognized that this motion is being made in the midst of the ongoing crisis and that a later declaration, resolution or memorialization statement may be offered.

NEW BUSINESS:

There were a couple of water/sewer bills that had excessive usage due to a leak. Due to Covid-19, it was mentioned that possibly we could refrain from charging a late penalty this quarter. Trustee Leach was not in favor of this. We will extend the due date out an additional week and will address excessive usage bills if we are contacted by the individual.

Trustee Dale Leach moved and Trustee D. Hendricks seconded a motion that states:

This resolution authorizes the Mayor or Deputy Mayor of the Village of Oxford to sign State forms TP-584 and RP-5217 as Grantee (buyer) for the Quit Claim Deed from the Oxford Academy and Central School District (Grantor) to transfer the parcel identified on the tax rolls as Mechanic St. (Rear) with assigned tax map number 182.2-1-2.2 to the Village of Oxford. This landlocked parcel, located within the floodplain behind the OACS Middle School, was gifted to the OXFORD CENTRAL SCHOOL DISTRICT, Oxford, New York through the will of Louis H. Knapp with the deed recorded in the Chenango County Clerk's Office on April 11, 1985 in Book 627 at Page 630. This transaction will benefit the school district by an Eight Thousand Dollar (\$8,000.00) credit against their water usage in return for the Village of Oxford to acquire the parcel that currently is the site of Village Well #3. It is further agreed that the Village of Oxford will pay all filing fees and closing costs associated with this transfer. The motion was unanimously approved by the board.

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Trustee Leach made a motion to Adjourn at 9:25 p.m.

Next regular meeting will be Tuesday, April 28, 2020 at 7:30.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer



Village Hall

VILLAGE OF OXFORD

Incorporated 1808

Box 866

Oxford, New York 13830

DATE: March 25, 2020

TO: Village Board
Department Heads

CC: Village Clerk – Shelly Marks
Teamster Local 317 Roberta Dunker

FROM: T.M. Stark

RE: COVID-19 - Week 2 – Update

This updates my March 18th information memo regarding local guidance relating to the COVID-19 Virus. This summary is to be used as an evolving working document to discuss the COVID-19 impact to Village operations as it relates to employees, residents, contractors, unions or other entities.

CURRENT KEY ISSUES AND CRITICAL ASSUMPTIONS

Issue A.
Assumptions

Essential and non-essential personnel

Village Board determines essential versus non-essential status
Table A – Page 3 is valid as stated
Employees can work independently and maintain social distances

Issue B.
Assumptions

Staff assignments

Normal schedules can be adjusted during emergencies
Staff can be rotated between departments to ensure social distances.
Licensed WWT Operator can be assigned to WWT Plant
DPW crew can alternate scheduled days or hours of work
Employees furloughed due to mandatory or precautionary order of quarantine or isolation due to COVID-19 will be at home during normal work hours.
Mayor to engage with Teamster Local 317 regarding new policies that may be needed so that such policies can be implemented quickly if/when necessary

Issue C.
Assumptions

Meetings and Budget Hearing Process

Regular meetings can operate with quorum minimum of 3 trustees.
Budget Hearing can be held with 3 Trustees
Abstract review/approval and budget approval only needs a quorum
Department Heads alternate meeting attendance.

Issue D.
Assumptions

Budget Contingencies FY 2021

COVID-19 will have a negative impact on revenue for next 12 months.
Water consumption will decrease if economy weakens.
Tax collections, water/sewer payments will be late or not paid.
Sales Tax, mortgage tax and per capita aid will be less and/or delayed.
Fines/forfeitures will be less due to less traffic/citations or Court closure.
Budget contingency planning to consider reduced work hours.

Please review and provide feedback by Monday, March 30th so we can limit the amount of time needed to address questions and concerns at the Regular Board Meeting on March 31st. I would also like comment and suggestions from all other stakeholders.



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- I. **GENERAL DIRECTON TO ALL OXFORD VILLAGE EMPLOYEES, BOARDS, AND VOLUNTEERS** As the Coronavirus (COVID-19) continues to spread, Village officials will keep abreast of the latest reports and advisories from the [New York State Department of Health](#) and the Centers for Disease Control and Prevention (CDC). The CDC webpage "[Coronavirus Disease 2019 \(COVID-19\) in the U.S.](#)" will be regularly updated at noon Monday through Friday

We will also coordinate local public health response with Chenango [county health department](#). The village will take care to provide information that comes directly from either the CDC, the New York State Department of Health, or Chenango County Health department.

Per the New York State Department of Health, while there is currently no vaccine to prevent this virus, the following steps can help stop the spread of COVID-19 and other respiratory viruses:

The current advice from the CDC and the NYS Department of Health is as follows:

1. frequently wash hands with soap and water for at least 20 seconds. If soap and water are not available, individuals should use an alcohol-based hand sanitizer.
2. Individuals should avoid touching their eyes, nose and mouth with unwashed hands.
3. Individuals should avoid close contact with people who are sick.
4. Individuals should stay home when they are sick.
5. Individuals should cover their cough or sneeze with a tissue, then throw the tissue in the trash.
6. Touched objects and surfaces should be frequently cleaned and disinfected
7. Maintain social distance of a minimum of six (6) feet
8. Gather in groups of less than ten (10)

II. **LOCAL STATE OF EMERGENCY**

NYCOM's [local emergency management guide](#) provides an overview of the process for declaring a local state of emergency and for issuing emergency orders such as regulating and closing places of assembly and prohibiting and controlling people on public streets and places.

Whether the Mayor(chief executive officer) should declare a local state of emergency during the COVID-19 crisis depends on whether there are circumstances in the Village that warrant such a declaration and the issuing of emergency orders. We will consult with county health department to determine what emergency actions they recommend taking.

Note, however, that on Saturday, March 14, 2020, Governor Cuomo issued Executive Order 202.3, which provides in relevant part:

No local government or political subdivision shall issue any local emergency order or declaration of emergency or disaster inconsistent with, conflicting with or superseding the foregoing directives, or any other executive order issued under Section 24 of the Executive Law and any local emergency order or any local administrative codes, charters, laws, rules or regulations, are hereby suspended with respect to any such order, issued under such authority different or in conflict with Executive directives.



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Consequently, we will consult with the village attorney before declaring a local state of emergency regarding the COVID-19 pandemic or any emergency order. You can view EO 202.3 online at <https://www.governor.ny.gov/news/no-2023-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>.

Finally, upon inquiry about the need to declare a local state of emergency in order for the village to be eligible for federal FEMA funding it has been determined that because Governor Cuomo has declared a statewide state of emergency, as well as Chenango County there is no need for local governments to declare their own local state of emergency. The State and federal government are still in the process of allocating funds to help address communities response to the COVID-19 pandemic. NYCOM will be disseminating information for aid opportunities as that information becomes available.

III MARCH 18TH

LOCAL GOVERNMENT WORPLACE POPULATION REDUCTION

Governor Cuomo issued Executive Order No. 202.4 directing all local governments, effective March 17, 2020, to allow all non-essential personnel, as determined by the local government, to work from home or take leave without charging accruals. The Executive Order goes on to say that such non-essential personnel should total no less than 50% of the total number of such local government's employees (i.e., it should reduce your workforce by no less than 50%).

It is important to note that the Executive Order does not distinguish between essential and non-essential employees. However, the Governor's office has advised that "any person whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the emergency response to COVID-19" should be considered as an "essential" employee for purposes of the Executive Order.

The Village has tentatively determined pending Board review the following status of employees: as related to "COVID-19"

TABLE A -

Essential to Effective Operations	Must be physically present to do their job	Non-Essential personnel
Superintendent DPW	Motor Equipment Operators	
Wastewater Operators		
Police Chief	Patrol Officers	Admin Assistant
Village Clerk/Treasure	Deputy Clerk/Treasurer	WBL Students
Fire Chief	Fireman/firewomen	
EMS Chief	EMT/ALS - Drivers	

Several NYCOM members have expressed concern about reaching the 50% reduction in workforce threshold. NYCOM recommends that we do everything we can to comply with the Governor's directive without jeopardizing the health and safety of our residents. We must also consider the potential impacts actions could have on collective bargaining agreements. NYCOM recommends that engagement with our union now to plan for what new policies may be needed in order to protect the welfare and safety of all employees and residents.



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Mandatory Paid Leave

Several news outlets are reporting that Governor Cuomo and lawmakers have reached an agreement on legislation (Governor's Program Bill No. 9) to provide at least fourteen days of paid sick leave for municipal officers and employees who are subject to a **mandatory or precautionary order of quarantine or isolation due to COVID-19**. This would apply to all full and part-time employees. Such employees would be compensated at their regular rate of pay and would not have to use their accruals during this period. It is expected that the Governor and Legislature will act on this in the upcoming days. NYCOM will continue to monitor this issue and provide updated information as it becomes available.

MARCH 25TH

VILLAGE DEPARTMENT/ STAFF UPDATE

OFFICE Village Clerk Shelly Marks Report

1. In order to practice social distancing, Paula and I are dividing up our day. I will be in the office from 8:00 – 12:00 and Paula will be in the office from 12:30 – 3:30 until further notice. Please refrain from coming in the office as best as you can. Payroll will be put on the 1st landing in the police doors for pick up Thursday.
2. Board members who check/paystub mailed, please let me know.

FIRE Chief Ron Martin Report

1. All Office of Fire prevention and Control (OFPC) classes have been postponed to a much later date. The Basic EMT class has been approved to work by remote lesson through Zoom. Only the 7 registrants signed up from Oxford will participate at the Oxford Station and will be vetted before entry.
2. Bingo has been cancelled at two week intervals and it will be re-evaluated every two weeks on the Thursday before the Friday it is supposed to take place. Players will be notified of additional closures by calling our recorded message and Facebook. we anticipate this to run up to at least June.
3. The station is closed to the general public till further notice.
4. Department members are asked to not loiter at the station and to only be there if they have official business. Both items 3 and 4 are required so our members do not pass it to one another if they're currently or become exposed. I need to have the ability to respond to emergencies with membership and any loss due to illness could cripple operations.
5. All station booking for April and May have been cancelled, this will be re-evaluated at the end of May.
6. I have authorized Rich Hadlock to sanitize surfaces within the fire station on Mondays and Wednesdays and to clean as normal on Fridays.
7. Policies for response have been updated to reflect contaminated patients and or surfaces with the steps to decontaminate and properly dispose soiled items.
8. Proper personal protection equipment (PPE) has been placed in all out first response units with policies in place for its use.



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9. Pandemic policy created per OFPC and McNeil insurance.
10. Conference calls with Department of Health and Chenango County Bureau of Emergency services are almost daily. Updates are transmitted to the membership as required.

POLICE

Chief Rich Nolan Report

1. limit public access to office area. This was achieved by placing a chair in the doorway which separates the office from the hallway. This allows the public access to police personnel yet protects police from the public by maintaining a sanitary office and ensuring that a minimum distance of 6 feet is achieved.
2. During calls for service, officers are maintaining a minimum of 6 feet spacing as well as utilizing personal protective equipment such as surgical masks and surgical gloves. The Chief has also enacted a temporary policy suspending non mandatory arrests and lower-class offenses to prevent any unnecessary close contact with the general public that may be infected. Felony class offenses, crime in progress offenses and offenses stemming from domestic incidents will be prosecuted at the time of offense. All others will be prosecuted at a later date.
3. While officers are in the office with more than one personnel at a time, a minimum of 6 feet spacing is kept at all times. If paperwork needs to be transferred from one staff member to another, it is placed in an area with a minimum of 6 feet of spacing and is not retrieved until there is only one staff member in the room. All 3 rooms of the station are being utilized to ensure that a minimum of 6 feet of spacing is achieved at all times. All work and surface areas are being disinfected to include keyboards, mouse, computer monitors, chairs, hand railings, doorknobs as well as disinfecting the bathroom facilities twice a day.
4. Off duty police officers are ensuring that the Center for Disease Control recommendations are being followed. The Village of Oxford Police department will continue to evolve the policies as the situation dictates to ensure the Village of Oxford continues to have uninterrupted Police services.

DPW

Superintendent Paden Reports

1. New York State ordered all "Non Essential" Employees to stay home the Village DPW has ground to a halt.
2. The only "Essential" Task that the DPW needs to do on a Daily Basis is Checking Chlorine Residual Levels in the Drinking Water Supply. I have requested that all DPW Staff stay home for a minimum period of 2 weeks to ensure that if an "Emergency" does occur in the Village I will have a Crew on call (ready, willing and able to respond).
3. Steps that I have taken to ensure the Health of my Staff until we can furlough the Staff are as follows: Each Staff Member has been assigned their own Truck (no traveling together) (no "jumping" equipment). Each Employee has their own Shop. Bill Kelsey is at the New Facility at the end of Mechanic Street. Matt Spencer is in the Main Facility (South End) Dustin Ross is in the Main Facility (Water Room) and I am at the Main Facility (North End).



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It is my Understanding that the Union Steward has placed a call to Roberta Dunker (DBA) Teamsters 317. The Staff is becoming more and more concerned about their Health and Safety. Roberta called me and ask why the DPW Staff was working as what we do here on a Daily Basis is "Not Essential" work, other than Drinking Water Testing. Roberta ask for the Mayors phone number and called. Roberta called me back to inform me that contrary to the New York State mandate for all "Non Essential Employees" to stay home the Mayor could only offer that the DPW Staff is required to report to work for a Half Day.

Once again, I am asking the Village Board to Furlough the DPW Staff until we switch over from "Winter Work" to "Summer Work". I will continue to Monitor for any potential issues and call in Staff as necessary to Rectify the Situation.

WWP

Plant Operator Noetzel Report

1. No issues as Operator generally works alone during shift.
2. Still accepting sludge but no one is currently delivering. Operator to maintain social distance of 6 feet should a delivery occur.
3. Assistance from DPW could be used to address two man projects that would not require working closer than 6 feet.

COVID-19 - Information for WWTP Operators

COVID-19: Wastewater Treatment Plant Compliance

DEC is receiving inquiries related to relief from SPDES permit and regulatory compliance. DEC is not authorizing any general waivers of compliance requirements, and will make best efforts to promptly respond to more specific inquiries and individual circumstances.

Permittees and wastewater facility operators need to continue to strive for permit and regulatory compliance.

When issues with compliance are identified, facilities should: (i) document problems, (ii) document efforts to address the problems and/or non-compliance, and (iii) document any additional actions undertaken to maintain facility treatment and achieve compliance. As required under standard protocols, operators should report non-compliance, the associated circumstances related to non-compliance, and actions to address non-compliance to DEC.

DEC will consider the overall circumstances and extent of non-compliance, and actions by the facility to resolve issues.

COVID-19: Wastewater Treatment Plant Operations and Staffing

Wastewater treatment is an essential public health function. COVID-19 may affect operator and worker availability at these facilities – which are critical utilities that are NOT subject to announced workforce reduction requirements.

The qualifications for wastewater treatment plant operators are presented in 6 NYCRR Part 650. The New York State Department of Environmental Conservation's (DEC) guidance on wastewater plant staffing provides appropriate flexibility concerning the need for certified operators to be present in TOGS 1.5.4 "Guidelines for Staffing Wastewater Treatment Plants" and in TOGS 5.1.6 "Wastewater Treatment Plant Operator Certification."

Treatment plant operators are considered essential staff to meet regulatory requirements, protect public health, and provide required monitoring for public transparency. Treatment plant operators should have staffing plans, emergency response plans, and operations and maintenance plans, to guide operation and response in stressed or emergency circumstances.

COVID-19: Wastewater Treatment Links for Information on Precautions for Exposure

The New York State Department of Environmental Conservation has received inquiries regarding COVID-19 in wastewater and appropriate precautions for wastewater workers. In short, standard good operational and protective protocols normally employed are recommended to be continued by the leading scientific authorities. You may find useful information and guidance in the following links. Wastewater treatment is considered an essential public health responsibility. As such, workers in wastewater utilities are exempt from workforce reduction requirements. Please feel free to share this information with your municipal supervisors.

CDC - Water Transmission and COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>

Coronavirus and Drinking Water and Wastewater

<https://www.epa.gov/coronavirus/coronavirus-and-drinking-water-and-wastewater>



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MARCH 25

What You Need to Know

- New York State on PAUSE: 100% of the workforce must stay home, excluding essential services.

Governor Andrew M. Cuomo announced he is signing the "New York State on PAUSE" executive order, a 10-point policy to assure uniform safety for everyone. It includes a new directive that all non-essential businesses statewide must close in-office personnel functions effective at 8 PM on Sunday, March 22. Guidance on essential services under the executive order is as follows:

ESSENTIAL BUSINESSES OR ENTITIES, including any for profit or non-profit, regardless of the nature of the service, the function they perform, or its corporate or entity structure, **are not subject to the in-person restriction.**

(Essential Businesses must continue to comply with the guidance and directives for maintaining a clean and safe work environment issued by the Department of Health).

This guidance is issued by the New York State Department of Economic Development d/b/a Empire State Development and applies to each business location individually and is intended to assist businesses in determining whether they are an essential business and steps to request such designation. With respect to business or entities that operate or provide both essential and non-essential services, supplies or support, only those lines and/or business operations that are necessary to support the essential services, supplies, or support are exempt from the restrictions.

For purposes of Executive Order 202.6, "Essential Business," means:

1. Essential Health Care Operations, Including:

- research and laboratory services
- hospitals
- walk-in-care health facilities
- emergency veterinary and livestock services
- elder care
- medical wholesale and distribution
- home health care workers or aides for the elderly
- doctor and emergency dental
- nursing homes, or residential health care facilities or congregate care facilities
- medical supplies and equipment manufacturers and providers

2. Essential Infrastructure, Including:



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- utilities including power generation, fuel supply and transmission
- public water and wastewater
- telecommunications and data centers
- airports/airlines
- transportation infrastructure such as bus, rail, or for-hire vehicles, garages
- hotels, and places of accommodation

3. Essential Manufacturing, Including:

- food processing, manufacturing agents, including all foods and beverages
- chemicals
- medical equipment/instruments
- pharmaceuticals
- sanitary products
- telecommunications
- microelectronics/semi-conductor
- agriculture/farms
- household paper products

4. Essential Retail, Including:

- grocery stores including all food and beverage stores
- pharmacies
- convenience stores
- farmer's markets
- gas stations
- restaurants/bars (but only for take-out/delivery)
- hardware and building material stores

5. Essential Services, Including:

- trash and recycling collection, processing and disposal
- mail and shipping services
- laundromats
- building cleaning and maintenance



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- childcare services
- auto repair
- warehouse/distribution and fulfillment
- funeral homes, crematoriums and cemeteries
- storage for essential businesses
- animal shelters

6. News Media

- 7. Financial Institutions, Including:
 - banks
 - insurance
 - payroll
 - accounting
 - services related to financial markets

8. Providers of Basic Necessities to Economically Disadvantaged Populations, Including:

- homeless shelters and congregate care facilities
- food banks
- human services providers whose function includes the direct care of patients in state-licensed or funded voluntary programs; the care, protection, custody and oversight of individuals both in the community and in state-licensed residential facilities; those operating community shelters and other critical human services agencies providing direct care or support

9. Construction, Including:

- skilled trades such as electricians, plumbers
- other related construction firms and professionals for essential infrastructure or for emergency repair and safety purposes

10. Defense

- defense and national security-related operations supporting the U.S. Government or a contractor to the US government

11. Essential Services Necessary to Maintain the Safety, Sanitation and Essential Operations of Residences or Other Essential Businesses, Including:

- law enforcement
- fire prevention and response
- building code enforcement
- security
- emergency management and response



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- building cleaners or janitors
- general maintenance whether employed by the entity directly or a vendor
- automotive repair
- disinfection

12. Vendors that Provide Essential Services or Products, Including Logistics and Technology Support, Child Care and Services:

- logistics
- technology support for online services
- childcare programs and services
- government owned or leased buildings
- essential government services

If the function of your business is not listed above, but you believe that it is essential or it is an entity providing essential services or functions, you may request designation as an essential business.

Houses of worship are not ordered closed however it is strongly recommended no congregate services be held and social distance maintained.

Businesses and entities that provide other essential services must implement rules that help facilitate social distancing of at least six feet.

Requests by businesses to be designated an essential function as described above, should only be made if they are NOT covered by the guidance.

To request designation as an essential business, please [click here](#).

Restrictions on requesting designation as an essential business:

- Any business that only has a single occupant/employee (i.e. gas station) has been deemed exempt and need not submit a request to be designated as an essential business.
- Businesses ordered to close on Monday, March 15, 2020 under the restrictions on any gathering with 50 or more participants, including but not limited to, bars, restaurants, gyms, movie theaters, casinos, auditoriums, concerts, conferences, worship services, sporting events, and physical fitness centers, are presumed to be compliant with NYS issued restrictions and must remain closed and are not eligible for designation as an essential business for purposes of this guidance.

For Guidance on cleaning and disinfection of facilities, refer to the New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID - 19 at:

http://www.health.ny.gov/diseases/communicable/coronavirus/docs/cleaning_guidance_general_building.pdf. For further information: New York State Department of Health's

COVID-19 Webpage <https://coronavirus.health.ny.gov/home> Center for Disease Control and Prevention Webpage: <https://www.cdc.gov/coronavirus/2019-ncov/> Local health



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department contact information can be found

at: https://www.health.ny.gov/contact/contact_information/index.htm

- Critically needed supplies are being distributed from the Jacob K. Javits Convention Center to Hospitals in need across the State, in New York City, Long Island, and Westchester in consultation with the Greater New York Hospital Association and the Healthcare Association of New York State.
- All non-essential gatherings of individuals of any size for any reason are temporarily banned.
- The FDA approved the use of a new experimental drug in New York on a compassionate care basis to help treat patients with COVID-19.
- Department of Motor Vehicles offices are temporarily closed for in-office visits. Online transactions, including for license renewals, are still be available. License and permit expirations will be extended.
- Enacting Matilda's Law to protect New Yorkers age 70+ and those with compromised immune systems
 - Remain indoors
 - Can go outside for solitary exercise
 - Pre-screen all visitors by taking their temperature
 - Wear a mask in the company of others
 - Stay at least 6 feet from others
 - Do not take public transportation unless urgent and absolutely necessary
- All non-essential businesses statewide must close in-office personnel functions until further notice as part of New York State on PAUSE. Bars and restaurants are closed, but takeout can be ordered during the period of closure.
- Testing is free for all eligible New Yorkers as ordered by a health care provider.
- Your [local health department](#) is your community contact for COVID-19 concerns.

MARCH 24TH

To: City and Village Mayors, Managers and Administrators

From: NYCOM - Peter Baynes

Re: Federal Direct Aid to Local Governments - ACTION REQUIRED

NYCOM has learned that the latest version of the third federal stimulus bill includes \$200 billion for direct fiscal assistance to state and local governments, with funds allocated by population. However, it would only provide assistance to local governments with populations over 500,000. There are only 36 US cities (including the City of New York) that meet that threshold!! NYCOM, in conjunction with the National League of Cities and the U.S. Conference of Mayors, is seeking a municipal aid package that helps all of our members as you are on the frontlines of the COVID-19 response and money to you will go straight into your local economies.

PLEASE IMMEDIATELY CALL YOUR MEMBER OF CONGRESS, SENATOR SCHUMER AND SENATOR GILLIBRAND to get them to remove or significantly lower the population threshold. House of Representatives switchboard: 202-224-3121



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Senator Schumer: 202-224-6541

Senator Gillibrand: 202-224-4451

IV. CONDUCTING MEETINGS, PUBLIC HEARINGS GATHERINGS AND BUSINESS

Local Government Response to COVID-19

On March 13, 2020, Governor Cuomo issued Executive Order No. 202.1 which suspends Article 7 of the Public Officers Law (also known as the Open Meetings Law), to the extent necessary to permit any public body to meet and take such actions authorized by law without allowing the public to be physically present at the meeting. The order also authorizes public bodies to meet remotely by conference call or similar service. If a public body restricts in-person access to its meetings or conducts a meeting remotely by conference call or similar service, the public body must provide the public the ability to view or listen to such meetings and must record and later transcribe such meetings.

The Executive Order also requires that events with 500 or more attendees be cancelled or postponed for a minimum of 30 days. Additionally, events, gatherings, and places of business or public accommodation for which anticipated attendance is less than 500 attendees operate at 50 percent occupancy or capacity for 30 days, effective March 13, 2020. These directives do not apply to a school, hospital, nursing home, other medical office or facility as determined by the Commissioner of Health, mass transit or mass transit facility, governmental facility, law enforcement facility, or retail establishments including grocery stores. Additionally, the Commissioner of Health may allow for businesses that are not public gathering spaces to exceed 500 persons if the occupancy is less than 50 percent capacity, subject to public health review.

A copy of the Governor's Executive Orders may be viewed online at www.governor.ny.gov/executiveorders.

Meetings of Public Bodies

As mentioned above, Governor Cuomo has suspended the Open Meetings Law to allow public bodies to restrict the public from physically attending meetings of public bodies. If a public body restricts in-person access to its meetings or conducts a meeting remotely by conference call or similar service, the public body must provide the public the ability to view or listen to such meetings and must record and later transcribe such meetings. If a public body is unable to allow the public to view or listen to such meetings or is unable to record and transcribe such meetings, the public body should follow the guidance below.

Pursuant to the NYS Open Meetings Law, a meeting is a physical gathering of a quorum of a public body for the purpose of conducting business. Note, however, that in 2000, the Open Meetings Law was amended to allow members of public bodies to attend and participate in meetings via videoconferencing.

The Open Meetings Law does not allow public bodies to take action via email voting or telephone conference calls. Moreover, Open Meetings Law § 104(4) provides that if videoconferencing is used to conduct the meeting, the notice of the meeting must indicate that members of the public body will be participating via videoconferencing technology.



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Additionally, the notice must identify the locations from which the members will be participating and state that the public has the right to attend the meeting at any of the meeting locations. Consequently, the Open Meetings Law mandates that meetings of public bodies allow for "in-person" attendance by the public.

On March 9, 2020, the New York State Committee on Open Government issued guidance regarding the "Open Meetings Law 'In-Person' Requirement and the Novel Coronavirus." The guidance acknowledges that there is no process for waiving the Open Meetings Law's "in-person" requirement for conducting meetings.

Furthermore, the Committee conceded that there is no jurisprudence regarding the ability of local governments to forego or waive the "in-person" meeting requirement. Nonetheless, the Committee opined that judicial review of alleged violations of the Open Meetings Law will likely take into consideration the public body's desire to protect the public health while continuing to perform necessary government functions. However, the Committee urges that if a public body determines that limiting public in-person access to an open meeting is necessary in response to the COVID-19 virus, that the public body limit discussions and actions taken to those matters for which harm would be caused by delay in order to mitigate potential impact of constituents.

Stated differently, while State law does not expressly allow public bodies to conduct a meeting without allowing the public to be actually present, if local officials deem that conducting in-person meetings would threaten public health, they should limit non-in-person meetings to discussions and actions of business which must be conducted to keep the local government operating and to protect the public's health, safety, and welfare. Moreover, public bodies should consider implementing technology that allows the public to observe such meetings via web-based video technology. Alternatively, public bodies may wish to consider minimizing the number of attendees at meetings or holding meetings in larger venues so that the recommended minimum social distancing of 6 feet may be maintained by members of the public who do attend the meeting.

Events, Gatherings, Businesses, and Places of Assembly

As previously noted, the Governor has prohibited gatherings of more than 500 people and required events, gatherings, and places of business or public accommodation for which anticipated attendance is less than 500 attendees to operate at 50 percent occupancy or capacity. Local officials that are considering imposing more restrictive limitations on gatherings and occupancy limits are encouraged to contact county health department.

Local Government Labor and Employment Considerations

The question of employees working from home is difficult for the village as our employees interreact with the public on a daily basis. Many private sector employers have directed their employees to work from home in an effort to contain the spread of COVID-19. However, implementing a work from home policy is much more difficult for the village given the nature of the work. For example, Clerks/Treasurers, police officers, firefighters and public works personnel would generally not be able to do their jobs from home. Consequently, in anticipation of this inquiry from employees, I began (See # 3) analyzing what positions could be done from home in the event such action is necessary.



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COVID-19 and Unionized Workforces

We have broad authority to implement employee policies (including work from home requirements), for non-unionized workforces. However, for our union employees we are required under the Taylor Law to negotiate terms and conditions of employment for union employees. This is particularly relevant if the need arises to adjust working conditions for employees as a result of COVID-19 concerns. Local officials should engage with their unions **now** to plan for what new policies may be needed so that such policies can be implemented quickly if and when the time comes.

Online Resources for Employers and First Responders

The Center for Disease Control and Prevention (CDC) has issued several interim guidance documents for employers and other potentially impacted personnel:

Interim Guidance for Business and

Employers: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

VILLAGE FY 2020 2021 BUDGET PROCESS

Despite the many changes happening as a result of the coronavirus pandemic, including the postponement of the March 18 village elections, for those villages whose fiscal year begins on June 1, we should proceed with the process of adopting the village budget.

We will continue to comply to comply with the dates outlined in Village Law which end with adoption on or before May 1.

The Governor issued Executive Order No. 202.1 which suspends the Open Meetings Law to the extent necessary to permit any public body to meet and take such actions authorized by law without allowing the public to be physically present at the meeting. The order also authorizes public bodies to meet remotely by conference call or similar service. We hope this will make it easier for the village to comply with and complete this process.

Please be advised that in NYCOM's opinion, the suspension of the Open Meetings Law in-person requirement does not apply to public hearings, such as the one required to be held on or before April 15 on the tentative budget. We may want to consider maximizing the public hearing space available (e.g., hold it in school auditorium if we can get access) but also, we need to consider taking steps to mitigate attendance. We could do this by offering residents the opportunity to submit written comments. We should still allow in-person comment even if the likelihood of someone taking advantage of that is small.

VILLAGE OF OXFORD FIRE DEPARTMENT
EMERGENCY SERVICES



March 2020 Board Meeting / Covid19 update

COVID 19 CORONAVIRUS CHALLENGES.

Recent events have changed many facets of the Village of Oxford Fire Department and our operations. Currently, I have been involved on weekly, sometimes daily meetings with County Coordinators, Department of Health, departmental task force and many others on the COVID 19 virus. Many of these meetings have driven me to change standard operating procedures and constantly updating the membership on critical response operations. Some of the items changed in response protocols are the following:

OPERATIONAL POLICY CHANGES

Motor vehicle accidents
Automatic alarms
CO alarm activation
Home water emergencies
Odor investigations
Lifting assistance
Any other alarms where you come into close contact with people.

OPERATIONAL SPECIFICS CHANGED:

Series of questions asked at a distance of six feet.
PPE worn by personnel
Chiefs and /or officers response only to certain alarms
Decontamination of PPE, equipment and apparatus
Self-decontamination
Self-sickness reporting

TRAININGS

All trainings have been cancelled through the Office of Fire Prevention & Control.
All departmental trainings are on hold until further notice.
EMT training continues through ZOOM meeting technology.

STATION CHANGES

Station posted for public closure
Bingo cancelled month to month (change from every 2 weeks).
Bingo players notified.
Station bookings cancelled through September
Booking notifications made
Banquet cancelled
Recruit NY April 25th cancelled

VILLAGE OF OXFORD FIRE DEPARTMENT
EMERGENCY SERVICES



ADMINISTRATIVE DECISIONS / REQUIREMENTS MET

Pandemic policy has been written and approved by our insurance risk analyst and OFPC. Changes to response policy changes completed, communicated and located in binders of 261 & 265.

Additional cleaning hours approved: Monday sanitizing, Wednesday sanitizing, Friday cleaning and sanitizing, this will increase my line item expenditure in this area. Though the station is closed we are still responding and are in a high risk category. This is the reason for additional cleaning. If one responder in our fire department comes down with the Coronavirus and we are exposed and have to self-quarantine or are ordered to quarantine, our response ability will be severely affected or brought to a halt completely.

Additional cleaning and sanitizing agents procured.

Sanitizing stations procured and put up throughout the station.

Departmental activity has been limited to response & business only.

I have created a responder health matrix for personnel to track illness for response ability and insurance purposes. Matrix is updated daily based on member reporting.

An informational binder has been created with all updates from webinars and conference calls; this is used as a resource when critical information needs to be distributed to the membership. Additionally, it will be used to revise or modify SOP/SOG's and future trainings.

Provided information on public mental health to the membership in regards to situational awareness when the public is sheltered for any period of time and the effects it has on people.

Provided information and resources to our membership for mental health first aid program offered through Chenango Health Network to emergency responders free of charge.

I have purchased two computers to be able to participate in ZOOM meetings, webinars and Skype meetings. One located in the Chief's office with additional capabilities to communicate with NYS OFPC and DOH portals & programs, DOJ Programs for Fire Police registrations, FEMA GO grants portal & program and Fire House reporting administrative monitoring. This computer has been needed and will allow me to get departmental data off my personal computer, which is discoverable. It will allow us to have and participate in emergency ZOOM meetings or other platforms.

VILLAGE OF OXFORD FIRE DEPARTMENT EMERGENCY SERVICES



The second computer is to be placed in the radio room and communicates directly with fire control for Fire-house reporting. This reporting is for National fire statistics and Department of Homeland Security. It is also used for website training for departmental members. All hazardous communications / right to know shall be located on this computer.

Departmental Covid-19 in-house task force has been created consisting of Chief, 1st Assistant Chief, Safety Officer, EMS.

Primary responsibilities are to provide accurate information and update response protocols based on changes to the Coronavirus. Track departmental health, monitor members and place members on a do not respond list if needed. Check the needs of each member during the crisis whether they are able to respond or not. Act as different liaisons to meetings as many are going on at the same time. Collaborate on information presented from different meetings. Monitor station and the in place policies to see if they are working, adapt as necessary. Practice local EOC operations based on the National Incident Management System and the critical 14 ESF functions. Monitor local group homes, skilled nursing facility and assisted living home. Identify weaknesses in the policy based on the changing environment and keep membership informed and track the successes and failures for future mitigation and response planning.

COVID MEETINGS PARTICIPATED IN TO DATE:

Chenango County DOH Meetings (ZOOM) 3/10, 3/17, 3/24

Chenango County Coordinators / Fire Department meetings (ZOOM) 3/13/, 3/20, 3/18, 3/27(upcoming)

NYS OFPC Conference call: 3/28, 3/21

Fire Association of Fire Chiefs (Webinar) 3/16, 3/23

Fire Association State of NY (Webinar) 3/16, 3/24

International Association of Fire Chiefs (Webinar) 3/19, 3/23

McNeil Webinar 3/23/20

CRITICAL COUNTY UPDATES FOR FIRE AND EMS

Chenango County Coordinators office ordered nine pallets of NYS made hand sanitizer from the OEM, one pallet was delivered and distributed out to 21 Fire & EMS agencies, schools and some to department of transportation.

Medical supplies were also ordered from the OEM including N95 masks, face shields, and gowns but have no known delivery date. Agencies and medical facilities are running low.

Many residents from NYC and other more populated areas are moving North in campers and fleeing to their camps, this is a huge concern for the spread to our area.

VILLAGE OF OXFORD FIRE DEPARTMENT
EMERGENCY SERVICES



Once NYC has filled the hospitals downstate then it has been reported that the overload will ship to other hospitals outside of the city area and possibly to this area.

Only people who are sick enough to be admitted to the hospital in our area will be tested for the Coronavirus.

Area responders feel left out or forgotten about from the Governor for critical needs.

The applicant briefing announcement DR-4480 (COVID19) for Federal Funding from FEMA Federal Disaster for Chenango County will be held on 4/1/2020 at three different times. The first at 0900 hours, the second at 1300 hours and the third at 1800 hours. These can be accessed by dialing 844-633-8697 Access Code: 614 784 284

Estimated peak for our areas is 45 days out or longer.

Agencies are urged to keep all apparatus, ambulances and facilities locked due to the public stealing supplies out of them for protection.

COUNCIL ADMINISTRATIVE DECISIONS

Elections deferred until April 2021, this was done in direct response to membership and past Chief's recommendations, current slate of officers remain as is.

The 3 Chiefs, Treasurer and Secretary will be conducting business meetings for the fire department either by electronic platform or in person depending on weekly Coronavirus updates.

UPCOMING CHANGES:

Bassett Health-works is increasing the yearly physical pricing which will have an effect on the amount budgeted for physicals.

We currently have to offer Hepatitis B vaccines to all departmental members each year, they can decline if they choose, this is a NYS department of labor requirement. There is a push to include influenza shots to be included in this. Additionally, if a vaccine is placed into service for COVID19 Coronavirus this will more than likely be added to this. No idea on costs at this point.

BUDGET CONCERN

We had 10 members measured for new fire turnout gear to replace expired or un-safe PPE, this is on hold since the company that measure's this needs to come back with sizing gear and cannot do this at this time. If this goes on and he cannot come back when

VILLAGE OF OXFORD FIRE DEPARTMENT
EMERGENCY SERVICES



the new budget is in place I will need this included in the new budget from my old budget.

LESSONS LEARNED SO FAR

Current technology abilities available at the fire departments disposal are extremely insufficient as this pandemic event has clearly pointed out. We are the first line of defense for response with the weakest ability to get informational resources.

Current computers are out of date and programming no longer supported. The addition of the 2 ordered computers will help but is still insufficient, an additional 4 are still needed. Current telephony abilities are lacking especially in times where it is a lifeline resource due to cellular signal inundation. A modern phone tree system is needed to address this area of concern and problems.

Current T.V. broadcast are received on a 15" television in the radio room only, multiple locations should be added including the truck room, meeting room, training room, Chiefs/EOC office with additional modern screens. It was thought that this would not be needed after 2006 then 2011 came and now we are in a multi-day event re-affirming the need for these items.

Additional Wi-Fi extenders are needed throughout the physical location to improve ability for signal strength.

Current printing options are being done on an 18 year old duplex printer, for the last three years updates, training requirements, policy changes, policy additions, OFPC, PESH and NFPA information or directive printing have become difficult. Multiple copying is not practical and printing from devices is not supported. The printer itself is no longer supported and parts are no longer available for repair. As stricter mandates and more information is required the printer can no longer maintain the growth that it is needed for.

Additional medical PPE should be secured and stored in a suitable location; room is sparse for this ability.

Preparedness training is key for these events and to date we have not trained or prepared for such events. This will change especially after the shutdown of NY. Multiple training and educational events are being created from lessons learned so NY is better prepared for the next event. The fire and EMS service will be a huge part of this and you can bet our training requirements will go up exponentially. We will need to be prepared for this prior to its roll-out with the necessary hardware in place prior to this happening. Most current training is delivered through technology and distant learning, all reports are

VILLAGE OF OXFORD FIRE DEPARTMENT
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generated, delivered and received through different forms of technology that we are deficient in.

THE GOOD NEWS

Mark Forrest and I applied to USDA RUS DLT which is a Distance Learning Technology grant. We have been contacted by them to do a site visit from pictures that were sent of the meeting room. This is very promising and could not come at a better time. We are not sure how much equipment may be offered but it should help with our technological capabilities. The grant is a 15% match but well worth the investment, we still may need to add additional equipment but if awarded will put us further ahead.

The FEMA GO for the Assistance to Firefighters Grant program was completed and submitted for this Federal fiscal year. I applied for assistance in replacing 261 in the amount of \$730,000.00 if awarded it will require a 5% match unless I get the financial hardship waiver for which I also requested. This is a difficult award to get as only a small percentage is allowed for apparatus. This may or may not cover the entire cost of the truck if awarded and they could always come back and ask if we would take less. At any rate any award is better than no award.

This is a profound time of uncertainty for everybody and many are experiencing emotional overload. The loss of work for some, and the reality of medical protection and intervention limited has created stress and fear for many. In spite of these realities and threats to our emergency responders we are still responding and still answering the call. Even as we face these fears and deal with emotions the threat remains, for our area it is in its infancy and is growing daily, it is vivid and in the back of our mind at all times. The Village of Oxford and District 23 has a great dedicated group of people willing to risk their own health to help others no matter what the risk is. So if you happen to see one, no matter where or when thank them for what they do especially in this time of uncertainty.

Respectfully submitted

Ronald Martin
Chief Village of Oxford Fire Department

VILLAGE OF OXFORD FIRE DEPARTMENT
EMERGENCY SERVICES



March 2020 Board Meeting / Covid19 update Revision 1

As of 3/31/2020 I have not received any reports of departmental personnel being sick, this continues to be tracked daily.

I am currently tracking all additional hours since 3/18/2020 for sanitization and additional sanitation cleaning products or equipment procured to maintain a healthy environment. All hours are logged as time in and time out with totals, all sanitization products procured are logged with manufacturer, vendor, description, quantity and amount purchased. In case this fits into the declaration we should easily be able to keep track for reimbursement with these records.

An additional order has been made of hand sanitizer and sanitizer pump stations to mount directly to apparatus and 2 free standing units for the rehabilitation unit.

On Saturday evening, 3/28/2020, at 119 Kilroy Road we responded to a report of a house fire, Coventry and Guilford were also dispatched. An aggressive interior attack was mounted and the fire was brought under control quickly. The amount of responders that came from departments (approximately 35) supported the idea of placing hand sanitizing stations on apparatus'. It was also evident that in this type of situation social distancing is impossible. The amount of responders, neighbors, and bystanders that were either on scene or coming in became a hamper in controlling the environment.

Though attempts were made it was clear that other departments do not have Corona virus policies or practices in place. Many bystanders or neighbors became an issue with keeping them back away from our responders.

The current policies that were established within our fire department for response, arrival, return and placing apparatus back in service worked well and all Oxford personnel followed them.

The lack of seriousness of Corona virus practices was discussed with the mutual aid department Chief's as well as County Coordinator Matt Beckwith. This concern will be addressed at the next Coordinators/Chief's Zoom Meeting.

The current plan for internet at the fire station is not adequate to support the on line meetings and webinars on the Covid19 informational updates. Long lag times and dropouts are common. The last DOH ZOOM meeting was over 34 minutes before we knew it was over. In that time the information they had presented was not retrievable. Speeds that we have are currently 8 down and 1 up. Currently, we do not receive a charge for this internet, I do not know if Spectrum would charge for a more robust plan to accomplish our needs.

The first reported case of Covid19 has infiltrated into the Chenango County Fire Service.

VILLAGE OF OXFORD FIRE DEPARTMENT
EMERGENCY SERVICES



Notes from today's meeting with the Chenango County Health Departments 3/31/2020 as of 10:00 AM

Cases in Chenango County

Positive 21

In Mandatory quarantine 144

In Precautionary quarantine 119

Hundreds are presumed to be positive

All Townships/Villages have cases throughout Chenango County

All are to assume that everyone has Covid-19.

Chenango County is facing testing ability shortages.

Chenango County has been directed by the Office of Emergency Management (OEM) to review, update and start their mass fatality plan.

Broome County is now regional staging point.

10 deaths per hour are now being reached in NYC.

PPE from the State is still problematic and current PPE burn rates are leaving a shortage of supplies.

Reminder that the FEMA application briefing is tomorrow at 0900, 1300 and 1800 hours.

	Village of Oxford Police Department OPERATING PROCEDURE	Number 3.2
	Subject TEMPORARY POLICY: COVID-19 RESPONSE	Effective Date 30 March 2020
	Revised	Page 1 of 2

3.2.0 Purpose:

The purpose of this policy is to establish guidelines for responding to calls for service, interactions with the general public, arrest procedures, office procedures regarding walk-in complaints, staff to staff interactions and daily cleaning. This policy will only be in effect during the Covid-19 outbreak of 2020 and will extend until the state of emergency issued by the State of New York has been lifted.

3.2.1 DAILY CLEANING:

Daily cleaning of the office will take place to ensure that the office space will remain in a good working order and to reduce the risk of spreading any infection diseases throughout the office space. The use of disinfectant spray/wipes will be utilized to ensure that all surfaces have properly cleaned and disinfected. The following items throughout the office will be cleaned at a minimum of twice daily and will be cleaned at any point they become solid.

- Computer equipment (i.e. keyboards, mouse, screens and towers)
- Desk surface area
- Doorknobs
- Armrests
- Hand railings
- Bathrooms (toilet handles, faucet knobs, toilets, doorknobs, paper towel dispenser)
- Any surface that is solid but not mentioned

3.2.2 STAFF TO STAFF CONTACT:

MINIMUM DISTANCE:

- Staff will always maintain a minimum distance of 6 feet from one another. When situations arise that require staff to be closer than 6 feet, staff will utilize face masks and gloves and will only get as close as required to complete the task at hand.
- Minimum distancing will also be achieved by staff utilizing the three workstations. When there is the need for more than two staff members to be in the station at one time, officers will utilize the patrol computer in the middle room, clerical staff will utilize the southern room and the Chief of Police will utilize the northern room. Priority of work will take president over personal preference when it comes to choosing a workstation.
- Officers will minimize their travel between rooms to help maintain 6 feet of distance as well as to minimize unnecessary contact with objects in the office space.

3.2.3 DISTRIBUTION OF PAPERWORK:

- When paperwork needs to be passed from one staff member to another a minimum of 6 feet will be maintained. Staff members will place the paperwork on a common area then exit the room to allow the paperwork to be retrieved. When a detailed explanation of the paperwork is required, staff will utilize masks and gloves.

3.2.4 WALK-IN COMPLAINTS:

- Staff will take the following steps to restrict movement of citizens that walk into to the station. Restricting movements by citizens will help keep the office clean as well as help protect staff members from unknown illnesses.
- Staff will block the main entrance into the patrol room by placing caution tape, chair or other object that keeps the public in the hallway but allows the public to communicate with staff. If an interview needs to take place the interviewee will be brought into the Recovery Room and seated in a manner that allows the minimum of 6 feet distancing to occur.

3.2.5 ARREST PROCEDURES:

FELONY ARREST:

- Felony arrest will be made as normal to include finger printing, photo and when applicable contact will be made with Chenango County Court for arraignment. Officers will wear masks and gloves during the arrest and fingerprinting process.

MANDATORY ARREST:

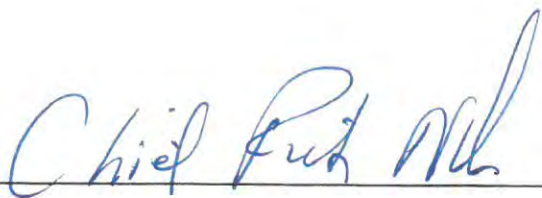
- Arrests that are mandatory arrests will be made as normal to include fingerprinting, photo and contact will be made with Chenango County Court for arraignment. Officers will wear masks and gloves during the arrest and fingerprinting process.

MISDEMEANOR AND VIOLATION LEVEL OFFENSES

- All offenses which require the issuance of an appearance ticket will have the court date placed at a minimum of 45 days from the date of offense.
- When the principle is required to be fingerprinted, the principle will be advised that on the date of their court appearance they will be required to come to the station to be processed prior to their court appearance.
- All Violation level offenses will have the court date placed at a minimum of 45 from the date of violation.
- Arrests that require an arraignment, contact will be made with the Chenango County Court.
- When an appearance ticket is being issued, the principle shall be placed into the rear of the patrol vehicle with the center divider closed at all times. The rear windows will be rolled down enough to allow adequate air flow and ventilation into the rear compartment area but not rolled down enough to allow the principle to exit through the open window.
- The rear compartment area will be disinfected with disinfectant spray or disinfectant wipes once the arrest is complete.

3.2.6 OFFICERS DISPLAYING SYMPTOMS OF COVID-19:

- All officers who are displaying symptoms of Covid-19 will notify the Chief of Police in writing
- No officer will report to work while displaying symptoms of Covid-19
- Any officer who reports to work with Covid-19 symptoms will be sent home immediately
- Any officer who displays symptoms of Covid-19 will immediately seek medical attention and will not report to work until such time as the officer has been cleared and is able to provide medical documentation



03-30-2020

Pierce, Faye

From: Wentworth, Zachary
Sent: Monday, March 23, 2020 8:42 AM
To: Pierce, Faye
Subject: FW: Clarifications in light of EO 202.8
Attachments: EO 202.8.pdf

From: Pamela Wylubski [mailto:pwylubski@nycourts.gov]
Sent: Saturday, March 21, 2020 1:32 PM
To: Ferrarese, Mike; Wentworth, Zachary
Subject: Fwd: Clarifications in light of EO 202.8

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From: Joshua Shapiro <jshapiro@nycourts.gov>
Sent: Saturday, March 21, 2020 12:48:34 PM
To: 6JDTVALL <6jdtvall@nycourts.gov>
Cc: Brian D. Burns <bburns@nycourts.gov>; Nathaniel P. Getman <ngetman@nycourts.gov>; Gerald A. Keene <gkeene@nycourts.gov>; Mara Y. Grace <mgrace@nycourts.gov>; Maureen Roberts <mroberts2@nycourts.gov>; Lisa Prime <LPrime@nycourts.gov>; Stephen Ferri <SFerri@nycourts.gov>; Lisa D. Smith <lissmith@nycourts.gov>; Porter Kirkwood <pkirkwoo@nycourts.gov>; Amanda L. Whalen-Garnar <agarnar@nycourts.gov>
Subject: Clarifications in light of EO 202.8

Good Afternoon,

In light of EO 202.8, I'd like to make the following recommendations:

20 Day Rule for Appearance Tickets:

As EO 202.8 effectively suspends all time limits in all laws of the State of New York, the rule that appearance tickets need to be made returnable within 20 days is also suspended. Based upon guidance from the DCAJ's office that out of custody matters should be adjourned for 45 days, it is my recommendation that appearance tickets should be made returnable at least 45 days out (still in the court of trial jurisdiction). If, at 45 days the courts are still closed, these cases can be administratively adjourned. Please feel free to share this liberally with law enforcement. I will be attempting to forward this on to the law enforcement agencies within our district as well.

Preliminary Hearing Requests at Arraignment (for those judges still conducting after-hours immediate arraignments on qualifying felony offenses):

As EO 202.8 effectively suspends CPL 180.80, preliminary hearings do not need to be held within 6 days of arraignment. Pursuant to DCAJ guidance that custodial matters should be adjourned for 30 days, I would adjourn a preliminary hearing for 30 days out in the court of geographic jurisdiction. I would also let the defense attorney know that they can request a bail conference from the duty county court judge in the consolidated part prior to the expiration of 30 days if they feel that the case warrants review prior to that date. Pursuant to previous administrative orders, these conferences can be conducted telephonically.

Thank You,



No. 202.8

EXECUTIVE ORDER

Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency

WHEREAS, on March 7, 2020, I issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York;

WHEREAS, both travel-related cases and community contact transmission of COVID-19 have been documented in New York State and are expected to be continue;

WHEREAS, in order to facilitate the most timely and effective response to the COVID-19 emergency disaster, it is critical for New York State to be able to act quickly to gather, coordinate, and deploy goods, services, professionals, and volunteers of all kinds; and

NOW, THEREFORE, I, Andrew M. Cuomo, Governor of the State of New York, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation, or parts thereof, of any agency during a State disaster emergency, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the disaster emergency or if necessary to assist or aid in coping with such disaster, I hereby temporarily suspend or modify, for the period from the date of this Executive Order through April 19, 2020 the following:

- In accordance with the directive of the Chief Judge of the State to limit court operations to essential matters during the pendency of the COVID-19 health crisis, any specific time limit for the commencement, filing, or service of any legal action, notice, motion, or other process or proceeding, as prescribed by the procedural laws of the state, including but not limited to the criminal procedure law, the family court act, the civil practice law and rules, the court of claims act, the surrogate's court procedure act, and the uniform court acts, or by any other statute, local law, ordinance, order, rule, or regulation, or part thereof, is hereby tolled from the date of this executive order until April 19, 2020;
- Subdivision 1 of Section 503 of the Vehicle and Traffic Law, to the extent that it provides for a period of validity and expiration of a driver's license, in order to extend for the duration of this executive order the validity of driver's licenses that expire on or after March 1, 2020;
- Subdivision 1 of Section 491 of the Vehicle and Traffic Law, to the extent that it provides for a period of validity and expiration of a non-driver identification card, in order to extend for the duration of this executive order the validity of non-driver identification cards that expire on or after March 1, 2020;
- Sections 401, 410, 2222, 2251, 2261, and 2282(4) of the Vehicle and Traffic law, to the extent that it provides for a period of validity and expiration of a registration certificate or number plate for a motor vehicle or trailer, a motorcycle, a snowmobile, a vessel, a limited use vehicle, and an all-terrain vehicle, respectively, in order to extend for the duration of this executive order the validity of such registration certificate or number plate that expires on or after March 1, 2020;
- Section 420-a of the vehicle and traffic law to the extent that it provides an expiration for temporary registration documents issued by auto dealers to extend the validity of such during the duration of this executive order.
- Subsection (a) of Section 602 and subsections (a) and (b) of Section 605 of the Business Corporation Law, to the extent they require meetings of shareholders to be noticed and held at a physical location.

NOW, THEREFORE, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to issue any directive during a disaster emergency necessary to cope with the disaster, I hereby issue the following directives for the period from the date of Executive Order through April 19, 2020:

- The provisions of Executive Order 202.6 are hereby modified to read as follows: Effective on March 22 at 8 p.m.: All businesses and not-for-profit entities in the state shall utilize, to the maximum extent possible, any telecommuting or work from home procedures that they can safely utilize. Each employer shall reduce the in-person workforce at any work locations by 100% no later than March 22 at 8 p.m. Any essential business or entity providing essential services or functions shall not be subject to the in-person restrictions. An entity providing essential services or functions whether to an essential business or a non-essential business shall not be subjected to the in-person work restriction, but may operate at the level necessary to provide such service or function. Any business violating the above order shall be subject to enforcement as if this were a violation of an order pursuant to section 12 of the Public Health Law.
- There shall be no enforcement of either an eviction of any tenant residential or commercial, or a foreclosure of any residential or commercial property for a period of ninety days.
- Effective at 8 p.m. March 20, any appointment that is in-person at any state or county department of motor vehicles is cancelled, and until further notice, only on-line transactions will be permitted.
- The authority of the Commissioner of Taxation and Finance to abate late filing and payment penalties pursuant to section 1145 of the Tax Law is hereby expanded to also authorize abatement of interest, for a period of 60 days for a taxpayers who are required to file returns and remit sales and use taxes by March 20, 2020, for the sales tax quarterly period that ended February 29, 2020.



GIVEN under my hand and the Privy Seal of the
State in the City of Albany this
twentieth day of March in the year
two thousand twenty.

BY THE GOVERNOR

A handwritten signature in black ink, appearing to be "Mr. C".

Secretary to the Governor

A handwritten signature in black ink, appearing to be "Andrew Cuomo".



Department of Health

ANDREW M. CUOMO
Governor

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

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

March 28, 2020

INTERIM GUIDANCE FOR LAW ENFORCEMENT 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. In response to the outbreak, Governor Andrew M. Cuomo's Executive Order 202 declared a State of Emergency on March 7, 2020.

PURPOSE

This guidance was developed for New York State law enforcement agencies to mitigate potential exposure of law enforcement personnel to COVID-19.

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).
- Covering your mouth and nose with a tissue when coughing or sneezing and then immediately discard 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.
 - The safety of the law enforcement personnel will take precedence over social distancing. Therefore, to the extent the law enforcement agencies have law enforcement personnel in close proximity based on individual safety (e.g. two officers in a patrol car), those policies should remain.

SPECIFIC MITIGATION STRATEGIES FOR LAW ENFORCEMENT PERSONNEL

According to the [Center for Disease Control](#), "[f]or law enforcement personnel performing daily routine activities, the immediate health risk is considered low." However, law enforcement should exercise caution in their interactions with colleagues and the public.

When interacting with the public, if possible, avoid close contact with others, especially those who are sick. At least six feet of distance is recommended.

If law enforcement personnel encounter an individual demonstrating mild to severe respiratory symptoms, including cough, fever, or trouble breathing, law enforcement personnel should take additional precautions to minimize the risk of COVID-19 transmission. **However, these precautions should never supersede law enforcement action when immediate life-saving interventions or imminent public safety measures are required.**

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

- Having a trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport a person in custody or in need of assistance who is displaying symptoms of COVID-19 to a hospital or other healthcare facility.
- Ensuring only trained personnel wearing appropriate personal protective equipment (PPE) have direct, close contact with individual.
- Wearing personal protective equipment (PPE), to the extent it is available and readily accessible, when close, prolonged contact with the public is expected. PPE may include disposable exam gloves, an approved face mask, and/or eye protection, such as goggles.
- Limit risk of exposure by using a surgical mask, unless it is damaged or soiled, when responding to a medical call.
- Cleaning and disinfecting duty belt and gear prior to use and reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE, to the extent your law enforcement agency has such procedures.
- Follow standard operating procedures for containing and laundering clothes, to the extent your law enforcement agency has such procedures. Avoid shaking soiled clothes.

DAILY MONITORING AND RISK REDUCTION

All law enforcement 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 LAW ENFORCEMENT PERSONNEL

Law enforcement agencies may permit law enforcement personnel exposed to, or recovering from, COVID-19 to work under the following conditions:

1. Operations: Exposed asymptomatic law enforcement personnel can continue to work, provided their absence would adversely impact the ability for the agency to continue to provide an appropriate level of response. Self-monitoring should be continued as recommended below.

- a. Asymptomatic: Law enforcement personnel who have had contacts with confirmed or suspected cases, but they display no symptoms.
 - Personnel who are asymptomatic contacts of confirmed or suspected COVID-19 cases should self-monitor twice-a-day (i.e. temperature and symptoms check). Asymptomatic personnel should also undergo temperature monitoring and symptom checks by agency personnel at the beginning of each shift and, at least, every 12 hours during the shift.
 - Personnel who are asymptomatic contacts of confirmed or suspected COVID-19 cases should wear a facemask, to the extent it is available and readily accessible, while working until 14 days after the last high-risk exposure.
 - b. Symptomatic: Law enforcement personnel with confirmed, or suspected based upon symptoms, COVID-19 who have maintained isolation for at least 7 days after illness onset and have been at least 72 hours fever-free with other symptoms improving (without fever-reducing medicines).
 - Personnel who are recovering from COVID-19, but otherwise fit for duty, should wear a facemask until 14 days after onset of illness if mild symptoms persist, but are improving.
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 partners who are both in an exposed category to reduce risk. Crews may be assigned to work a slower response area with fewer public contacts. As this outbreak grows, all personnel may need to be assigned to any assignment.
 3. Law Enforcement Personnel Becomes Symptomatic: If personnel who are asymptomatic develop symptoms consistent with COVID-19, they should immediately notify their supervisor remotely (e.g. phone, radio, etc.), stop work, and isolate at home. Testing should be prioritized for these personnel. All personnel with symptoms consistent with COVID-19 should be dealt with as if they have this infection regardless of the availability of test results. As referenced above, agencies may consider recalling these personnel to duty after 72 hours fever-free (without fever-reducing medicines) and improving other symptoms.

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

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>.



PRESS RELEASE

**New York State
Unified Court System**

**Hon. Lawrence K. Marks
Chief Administrative Judge**

**Contact:
Lucian Chalfen,
Public Information Director
Arlene Hackel, Deputy Director
(212) 428-2500**

www.nycourts.gov/press

Date: March 22, 2020

Virtual Court Operations to Commence in NYC Mid-week

*New York State Courts Remain Open for Business,
Maintaining All Essential and Emergency Proceedings*

NEW YORK—Extraordinary times like these call for extraordinary measures. In response to the COVID-19 pandemic, the New York State court system is instituting various temporary measures to reduce courtroom density and stem the spread of the Coronavirus. Chief Judge Janet DiFiore and Chief Administrative Judge Lawrence K. Marks today announced that beginning on Wednesday, March 25, 2020 and Thursday, March 26, 2020, virtual court operations will commence, respectively, in New York City Criminal Court and New York City Family Court.

“As we continue to calibrate court operations to meet the continually challenging and changing operational environment, the New York State court system remains open for business, maintaining essential and emergency operations. In order to help reduce the spread of the virus and to further protect Judges, court staff, attorneys, litigants and the public, by mid-week essential functions of New York City Criminal Court and New York City Family Court will commence virtual operations,” said Chief Judge DiFiore.

New York City Criminal Court

Effective March 25, 2020, New York City Criminal Court will move toward its second phase of videoconferencing arraignments. Under this phase, all parties will participate in court proceedings by videoconferencing using Skype for Business. While the arraignment part will be open to the public, uniformed staff will monitor and may limit access to the arraignment part's audience space to maintain social distancing in accordance with public health authorities' guidelines.

All arraignments will be virtual, with the Judge, prosecution and defense attorney and defendant all from remote locations.

Non-COVID-19-involved defendants—those who have not tested positive for COVID-19 or are not in a high-risk group—will be brought to the central booking location in Bronx, Kings, New York and Queens Counties and will participate via video link in those locations. Richmond County defendants will be brought to NYPD holding cells at 26 Central Avenue to participate in video arraignment there.

COVID-19-involved defendants—those who have tested positive for COVID-19 or are in a high-risk group—will be detained pre-arraignment to participate in video arraignments as follows: Midtown Community Court for Bronx and Manhattan arraignments; and Red Hook Community Justice Center for Brooklyn, Queens and Staten Island arraignments.

NYC Family Court:

Effective Thursday, March 26, 2020—in order to mitigate and contain the ongoing spread of coronavirus while at the same time continuing to provide critical emergency relief to the children and families the court serves—the New York City Family Court will hear by remote video appearances and/or by telephone the following matters:

- Child-protective intake cases involving removal applications
- Newly-filed juvenile delinquency intake cases involving remand applications
- Emergency family offense petitions
- Writ applications where there is a court order of custody or parenting time

Additionally, due to the suspension of civil statutes of limitation by the Governor's executive order 202.8, effective immediately, all new Court filings, either e-filed or hard copy, that are not essential matters, will NOT be accepted.

#

Chief Nolan

From: dcjs.sm.ops.records.mgt <OPS.RecordsMgt@dcjs.ny.gov>
Sent: Sunday, March 29, 2020 11:20 AM
To: dcjs.sm.ops.records.mgt
Subject: INTERIM GUIDANCE FOR LAW ENFORCEMENT AGENCIES TO LIMIT POTENTIAL EXPOSURE TO COVID-19
Attachments: DOH_COVID19_LawEnforcementProtocol_032820.pdf

Dear Law Enforcement Executives:

Please see the attached NYS DOH memorandum on interim guidance for LE agencies to limit potential exposure to COVID-19.

Thank you.