

# TOWN OF ISLIP HOUSING AUTHORITY

Jackie Foster  
Executive Director & Secretary  
(Interim)



Dorothy A. Courten, Chairman  
Maureen Frase, Vice Chairman  
Grace A. Schlosser, Treasurer  
Mary Holmes-Reid  
Dorina Barksdale  
Dominick Lettieri

## Plan for Operations in the Event of a Declared Public Health Emergency Involving a Communicable Disease

1. A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title include:
  - **Maintenance Staff: essential on site - full shifts - to maintain decent, safe, and sanitary conditions for 1) Elderly and or disabled resident units 2) Office Space still operating with reduced in person workforce.**
  - Executive and Assistant Director: Can work remotely, staggered shifts in the office. Performs oversight of all operations of essential workers.
  - Programs coordinator: Can work remotely, staggered shift in the office. Oversees Rental Subsidy technicians and tracks HUD Federal funding.
  - Rental Subsidy technicians: Can work remotely, stagger shifts in the office. Completes operations that must be performed including annual and interim recertifications, affecting 1) voucher holders, who are low-income families and most vulnerable, 2) Landlord participants. Voucher holders may need to report lost wages or changes in household composition that could affect their portion of rent paid v. HAP dollars spent by our agency, keeping families housed and not in fear of eviction is essential.
  - Contract Management Analyst: Can work remotely, staggered shifts in the office. Several vendors are utilized by the TOIHA and it is imperative the HA monitor any changes during times of Public Health Emergencies and supplement where necessary under strict statutes put in place by HUD.
  - Administrative Clerks: Can work remotely and/or stagger shifts in the office. The HA is a document driven organization. In times of distress clerks are essential to keeping the office running in an organized fashion. They can assist all other personnel and provide client customer service.
  - Accounting Staff: Can work remotely, stagger shifts in the office. Must remain fully functioning while HA continues to operate.
  
2. The HA will fully accommodate employees wherever possible during a Declared Public Health Emergency. Maintenance staff will remain working on site, full shifts, at multiple locations. Main Office staff will be able to utilize a schedule of in person and remote work that can be applied to keep, staff in the office, within CDC guidelines. All staff will be required to work their regularly scheduled hours when working remotely. Additionally:

# TOWN OF ISLIP HOUSING AUTHORITY

**Jackie Foster**  
Executive Director & Secretary  
(Interim)



**Dorothy A. Courten, Chairman**  
**Maureen Frase, Vice Chairman**  
**Grace A. Schlosser, Treasurer**  
**Mary Holmes-Reid**  
**Dorina Barksdale**  
**Dominick Lettieri**

- The HA will complete procurement of laptops (or equivalent) and distribute the laptops along with any necessary software and malware protections pre-installed on each unit. Staff will be assigned a laptop and be responsible for the safe keeping of the unit. Staff must agree to work in a safe and clean environment while working remotely and must not work remotely while physically located in a different state. Staff will be able to access their office PC using their laptop and can print forms to PDF or can utilize the printer at the main office. Documents received in the office will be scanned to be accessible to employees only.
  - The HA currently has in place, a cell phone policy for employees who travel during their shift or need to be contacted in an emergency. Those employees will continue to receive this benefit (see policy). For all other full-time staff, cell phones will be provided to take home on their remote work shifts. This will allow the employee to check their office assigned voice mail remotely, communicate with participants of the program, and communicate with the staff working in the office while they work remotely.
3. A description of how the HA will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites include:
- Implement plans to continue essential business functions in case of higher than usual absenteeism.
  - Cross-train employees (with in job descriptions) to perform essential functions so the workplace can operate even if key employees are absent.
  - Implementing flexible worksites (e.g., telework)
  - Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
  - Meet with vendors to relay expectations of schedule and adherence to CDC guidelines while on site at any of our locations to perform their services.
  - Substitute any in-person staff meetings with online meetings or video call to reduce face-to-face interactions.
  - Give Program participants an option of chat services through our website as well as video calls, where necessary.
  - If multiple people need to be in one vehicle together or at one location at the same time CDC guidelines will be adhered to. Staff will be trained/advised of said guidance.
  - Disinfecting all touchable surfaces within the office space, maintenance shops, vehicles, and community areas, not closed, twice daily (morning and afternoon).

# TOWN OF ISLIP HOUSING AUTHORITY

Jackie Foster  
Executive Director & Secretary  
(Interim)



Dorothy A. Courten, Chairman  
Maureen Frase, Vice Chairman  
Grace A. Schlosser, Treasurer  
Mary Holmes-Reid  
Dorina Barksdale  
Dominick Lettieri

4. A description of how the HA will procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks, and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

The HA currently has adequate numbers of PPE to meet the State requirement. PPE equipment is stored at our Allyn P. Robinson Village Community room. The HA had a large lockable 'closet' constructed within the community room space so all equipment can be stored and monitored. As quantities lower and meet specific thresholds, procurement will be initiated to restock. The supply we currently have allows us to only require small amounts at a time which will allow the HA more purchasing power in the event of an emergency and shortages in supplies. It is estimated that no more than 30-35 employees are employed by the HA at any given time.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The following is available based on the hazard to the employee:

- Gloves – latex and non-latex
- Masks – cloth, surgical, KN95, N95, face shields, hard plastic face shields and respirators. Additionally, the HA will allow up to \$20 reimbursement for reusable cloth masks that fit within CDC guidelines with a receipt.
- Goggles
- Cleaning products including **but not limited to:** Bleach, disinfectant, spray cleaners, towels for wiping surfaces, disinfecting fogger (quantity 3 - operated by maintenance staff), mop/bucket, alcohol wipes at all office work stations, etc...
- Tissues
- No-touch disposal receptacles
- Hand soap
- Alcohol-based hand sanitizer that is at least 60% alcohol, with touchless dispenser in multiple locations throughout all sites.
- Plexiglass partitions at workstations.
- Hazmat suits and booties.
- Social distancing signage, stanchions and see-through barriers.

# TOWN OF ISLIP HOUSING AUTHORITY

**Jackie Foster**  
Executive Director & Secretary  
(Interim)



**Dorothy A. Courten, Chairman**  
**Maureen Frase, Vice Chairman**  
**Grace A. Schlosser, Treasurer**  
**Mary Holmes-Reid**  
**Dorina Barksdale**  
**Dominick Lettieri**

- Designated space for no-contact in person meetings.
- Posters, placed repeating CDC guidance including encouraging hand hygiene to help stop the spread, at the entrance to the workplace and in other workplace areas where they are likely to be seen.

## All Types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (ie: Respirators)
- Consistently and properly worn when/where required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

5. A description of the protocol for actions to be taken in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, and/or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace includes: - Such protocols are designed to accomplish immediate testing, treatment, and isolation or quarantine of sick or exposed employees and/or contractors-
  - To prevent stigma and discrimination in the workplace; determinations of risk are not based on race or country of origin. The HA will maintain confidentiality of people with confirmed infection.
  - Perform enhanced cleaning and disinfection after persons suspected/confirmed to have tested positive have been in the facility. If a sick employee is suspected or confirmed to be positive the staff will immediately follow the CDC cleaning and disinfection recommendations.
  - Frequently touched common surfaces will be wiped down, at minimum, twice daily as a matter of course. Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)
  - Inventorying cleaning supplies and procuring additional supplies if necessary.
  - Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

# TOWN OF ISLIP HOUSING AUTHORITY

**Jackie Foster**  
Executive Director & Secretary  
(Interim)



**Dorothy A. Courten, Chairman**  
**Maureen Frase, Vice Chairman**  
**Grace A. Schlosser, Treasurer**  
**Mary Holmes-Reid**  
**Dorina Barksdale**  
**Dominick Lettieri**

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
  - If machinery or equipment are thought to be contaminated and cannot be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.
  - Develop guidelines for employees to understand expectations that hand sanitizer will be used between client interactions, and, at least hourly, employees should wash their hands for 20 seconds with soap and hot water
  - Maintain Union negotiated policies regarding time off as well as follow all NYS and/or Federal legislation covering leave and/or benefits/pay as they pertain to the specific Public Health Emergency.
  - A positive test result or a healthcare leave is not required to leave work, it is recommended if an employee is not feeling well, they are encouraged to remain home.
  - Resident relations as it pertains to employee and resident health:
    - Residents are screened during work order request calls as per guidance from the CDC.
    - While HA staff is in a residents' unit the resident is asked to remain 6 feet away from the HA personnel and to wear a mask.
    - When a resident notifies the Housing Authority that they have tested positive or are under quarantine for any reason, personnel are notified not to enter their unit unless there is an emergency - full head to toe protective gear would be provided in this extra ordinary circumstance.
6. A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.
- Our 'on the clock' time clock software will track the location and time of personnel clocking in/out for each shift.
  - Ask all employees, at the beginning of their shift to attest the following, if they:
    - o Have you had a recent onset of fever, cough, shortness of breath, or body aches?

# TOWN OF ISLIP HOUSING AUTHORITY

**Jackie Foster**  
**Executive Director & Secretary**  
**(Interim)**



**Dorothy A. Courten, Chairman**  
**Maureen Frase, Vice Chairman**  
**Grace A. Schlosser, Treasurer**  
**Mary Holmes-Reid**  
**Dorina Barksdale**  
**Dominick Lettieri**

o To your knowledge do you have any illness capable of being transmitted to others? Have you or any member of your household or anyone you have had contact with in the past 14 days been in close physical contact with a person

exposed to, diagnosed with, or had cause to self-isolate due to illness that can be transmitted to other persons.

- The HA Section 8 Housing Inspector will be the only one visiting off-site locations. The Inspectors schedule is tracked using both GPS and Housing Authority Software. All visits are documented.
- Vendors are required to sign in to track their presence on location.
- Visitors will not be permitted into office spaces; with the exception of deliveries such as mail (all persons entering this space MUST wear a face covering).

7. A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency.

- Employees will quarantine at their residents to contain the spread of the communicable disease in the case of outbreak.