

Village of Tupper Lake

Pandemic Plan

1. Essential Positions

Electric Department

Electric Superintendent – Responsible for the operation and management of the Village electrical distribution system. Directs the maintenance and repair of all power distribution and service lines.

Line Supervisor – Supervision of the arduous and hazardous operations of erecting distribution lines, poles, power transformers, cross-arms, guys and similar equipment utilized in electrical utilities

Line Workers – Responsible for erecting, installing, maintaining and repairing overhead and underground electric power distribution lines. Repairs and replaces street lights, transformers and transmission lines.

Line Helpers – Works with Line Workers to erect, install and maintain overhead and underground electric power distribution lines.

Meter Serviceman/Reader – Installs, repairs, tests and calibrates defective or new electric meters. Reads and records readings from electric meters and collects delinquent electric bills.

Department of Public Works

Streets Superintendent – Supervises and participates in the maintenance and construction of village streets and may be involved in the maintenance of parks and related village facilities.

Working Foreman – Supervises and actively participates in the work projects being carried out. Operates heavy equipment in the construction and maintenance of highways.

Heavy Equipment Operator – Operates heavy equipment in the construction and maintenance of highways. Cleans culverts/storm drains, shovels snow and repairs sidewalks.

Water/Wastewater Department

Water/Wastewater Superintendent – Responsible for the operation, repair and maintenance of a village water and wastewater system. Supervises and participates in the operation of water and wastewater treatment plants and in the construction, maintenance, and repair of water and wastewater lines.

Water/Wastewater Supervisor – Responsible for supervising and participating in the maintenance and repair of Village water and wastewater systems and for assisting in the operation of water and wastewater treatment plants.

Water/Wastewater Worker – Performs maintenance, repairs and extensions of the water distribution and wastewater collection and treatment systems. Locates leaks,

makes emergency repairs, excavates water and wastewater mains and lines and performs routine daily maintenance in the water/wastewater plant.

Water/Wastewater Helper – Assists Water/Wastewater works with the maintenance and repair of the water distribution and wastewater collection and treatment systems.

Police Department

Police Chief – Responsible for overseeing all police functions and for planning and directing law enforcement activities in the Village.

Police Sergeant – Responsible for supervising the activities of a group of police officers on an assigned shift and for the performance of specialized duties as assigned.

Police Officer – Conducts routine patrol operations, assists in the investigation of criminal offenses and the apprehension of violators. Responsible for the enforcement of laws, ordinances and the protection of lives and property.

Fire Department

Relief Fire Drivers – Respond to fire alarms and emergency calls. Operates and maintains fire apparatus.

Justice Department

Village Justice – Holds arraignments, executes information, and issues warrants for arrest; Renders decisions in non-jury cases; Sentences criminals, imposes fines, and Supervises the courts' clerical staff.

Court Clerk – Assists the Judge in managing legal and confidential records, maintains files and prepares forms and legal documents.

Municipal Office

Village Clerk/Treasurer – Keep and maintain Village seal, books, records official reports and records minutes of any board meeting. Administers oath of office to village officers, collects taxes, makes agendas, keeps accounts of all village receipts expenditures, make deposit of funds, sign checks and pay bills.

Deputy Clerk – Processes weekly payroll, assists in health insurance enrollment, workers compensation claims, assist in tax collection, takes minutes and transcribes board meetings and produces books, records and papers for inspection in absence of the Village Clerk.

Deputy Treasurer – Keep accounts of all water/sewer and electric expenditures, prepares vouchers for water/sewer and electric for payment and prepare monthly reports and budget preparation.

Code Enforcement Officer – Responsible for administering and enforcing NYS building codes to ensure compliance with the appropriate laws, codes, rules and regulations. Issues, denies or revokes building permits and certificates of occupancy. Inspects buildings and structures for compliance with the fire prevention provisions.

Senior Clerk – Collects fees and accounts for monies received, assists in tax collection and prepares monthly utility billing.

Clerk – Collects fees and processes utility payments. Answers telephone and gives routine information. Sorts, indexes and files mail, bills and other materials.

Contractors – On occasion the Village Board may deem some independent contractors essential for the operations of the Village. They will be required to follow all safety protocols.

2. Working Remote

All utility departments are considered essential and cannot work remotely. Office staff may be able to work remotely in limited capacity such as answering emails and having office phones forwarded but will still need to be on site to collect money, process payments to vendors and print checks and utility bills.

3. Tours of Duty

Tours of duty can be altered depending on the season (winter/summer) to ensure that essential services are still provided. Work shifts will be staggered to avoid congestion in work areas and independent work will be assigned when possible.

4. Personal Protective Equipment

The Village will work with its suppliers/vendors to procure all necessary PPE for essential employees. The Village clerk will order supplies such as masks, gloves and hand sanitizer and will then provide requested PPE to department superintendents for them to distribute to employees prior to each work shift. Supplies will be stored in a cool dry place in the Village Office, municipal garage and water/wastewater garage.

5. Exposure and Sanitation

In the event an employee is exposed to a communicable disease or tests positive for such disease the employee will be placed out of work to prevent the spread of disease in the workplace. The work area of the infected employee, all common areas, and shared equipment will be thoroughly disinfected. The Village will follow all public health guidelines that are issued by federal, state and local authorities. The Village will follow the guidance provided by the CDC and Department of Health in regard to quarantine procedures and duration. All federal, state and local laws regarding sick leave and health information privacy will be followed. The Mayor and Deputy Mayor will be the decision makers for the Village.

6. Contact Tracing

A review of the employees time sheet, work order log, and daily activities log will be conducted to determine what hours the employee was on site and where they may have visited in the community. This will only be used to identify a population that may have been exposed to help assist contact tracers.

7. Emergency Housing

The Village will work with emergency management services and the public health department to determine if emergency housing is necessary and will identify possible sites that can be used to further contain the spread of the communicable disease.

Effective February 1, 2021