

Village of Buchanan  
Westchester County, New York

Operation Plan for Public Health  
Emergency



February 1, 2021 Version 1

This plan has been developed in accordance with NYS legislation S8617B/A10832.

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c.

This plan has been developed with the input of Teamsters Local 456 and Buchanan Police Association, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Village of Buchanan, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c. to address public health emergency planning requirements.

Signed on this day:

By: Marcus Serrano

Signature:

Title: Village Administrator



## Record of Changes

| Date of Change | Description of Change | Implemented by |
|----------------|-----------------------|----------------|
| 12/15/20       | Plan Version 1        | Marcus         |
|                |                       |                |
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# Table of Contents

|  |    |
|--|----|
| Promulgation .....   | 1  |
| Record of Changes .....                                      | 2  |
| Purpose, Scope, Situation Overview, and Assumptions.....     | 4  |
| Purpose .....  | 4  |
| Scope .....  | 4  |
| Situation Overview.....                                      | 4  |
| Planning Assumptions.....                                    | 4  |
| Concept of Operations.....                                   | 5  |
| Mission Essential Functions .....                            | 5  |
| Essential Positions .....                                    | 7  |
| Reducing Risk Through Remote Work and Staggered Shifts ..... | 8  |
| Remote Work Protocols .....                                  | 8  |
| Staggered Shifts.....  | 8  |
| Personal Protective Equipment.....                           | 8  |
| Staff Exposures, Cleaning, and Disinfection.....             | 9  |
| Staff Exposures.....   | 9  |
| Cleaning and Disinfecting .....                              | 11 |
| Employee and Contractor Leave .....                          | 11 |
| Documentation of Work Hours and Locations.....               | 12 |
| Housing for Essential Employees.....                         | 12 |
| Appendix A, Department Staff reduction<br>Plans.....         | 15 |
| Appendix B, Additional Resources and<br>References.....      | 16 |
| Appendix C, Emergency Contact<br>List.....                   | 17 |



# Purpose, Scope, Situation Overview, and Assumptions

## Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. These laws which were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, require public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

## Scope

This plan was developed exclusively for and is applicable to the Village of Buchanan. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

## Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel corona virus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- Wearing a mask whenever in a room with others or within six feet of another person
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the New York State Department of Health, or the Dutchess County Department of Behavioral & Community Health.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Corona virus pandemic but may also be applicable to other infectious disease outbreaks.

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Village of Buchanan



The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Mayor of the Village of Buchanan, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the Village of Buchanan shall be notified by phone and/or email as necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Any other individuals will be notified of pertinent operational changes by way of emails, Government TV, Facebook, and/or the Village website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Administrator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Buchanan, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of the Village of Buchanan, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Buchanan is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

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Village of Buchanan



Operation Plan Public Health Emergencies

pg. 5

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Buchanan

The Village of Buchanan has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Village of Buchanan have been identified as:

| Essential Function          | Description  | Priority |
|-----------------------------|--|----------|
| Information Technology      | Provides all hardware and software for the Village’s Computer operations. Maintains the Village’s network and phone system.  | 1        |
| Police Department           | Responsible for the public safety of all residents and visitors, including protect people and property.  | 1        |
| Fire Department             | Responsible for the Fire Protection of the Village.  | 1        |
| Highway Department          | Responsible for the maintenance of all Village streets, public buildings, the parks, streets lights, storm drains, and garbage and recycling   | 1        |
| Water and Sewer Department  | Responsible for the maintenance and operation of the Village’s water and sewer distribution system.  | 1        |
| Waste Water Treatment Plant | Responsible for the maintenance and operation of the Village’s Waste Water Treatment Plant.  | 1        |
| Building Department         | Responsible for review of permit applications and plans for building permits, certificate of occupancy, Code Enforcement, plumbing inspections and compliance inspections.   | 1        |
| Finance Department          | Responsible for Budget preparation and maintenance, Banking and segregation of funds, Payroll, Purchasing and Accounts Payable, Collection and Accounts Receivable, Billing for taxes, water, sewer and Debt management. | 1        |
| Human Resource Department   | Responsible for all of the personnel functions, retirement, health insurance, Civil Service and workers compensation.  | 4        |
| Recreation Department       | Responsible for programs and activities for the Village residents including summer camp, pool and parks programs.  | 4        |

Village of Buchanan





|                |  |   |
|----------------|--|---|
| Videographer   | Responsible for the Village's Government Channel and filming of Meetings.  | 1 |
| Village Clerk  | The Clerk receives all official records of the Village, records ordinances, and issues licenses. Responsible for FOIL, Notice of claims, Marriage Licenses, Dog Licenses, Birth Records and Death Records. | 1 |
| Administration | The Village Administrator under the direction of the Village Board acts as the COO of the Village and directs all actions of all departments.  | 1 |

### Essential Positions

Each essential function identified above require certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

All Department Heads are deemed essential, unless deemed otherwise. In addition, a department may be deemed essential or non-essential pursuant to the time of year/season.

| Essential Function          | Essential Positions/Titles  | Justification for Each  |
|-----------------------------|---|---|
| Information Technology      | <ul style="list-style-type: none"> <li>Consultant</li> </ul>                          | IT Consultant provides support in setting up hardware and software, network management, remote workings, and help desk support. Not required to be on-site. |
| Police Department           | <ul style="list-style-type: none"> <li>All Uniform Officers</li> </ul>                | Essential for the maintenance of public safety. Required to be on-site.   |
| Fire Department             | <ul style="list-style-type: none"> <li>All Employees</li> </ul>                       | Essential for the maintenance of public Safety. Required to be on-site only during calls.   |
| Highway Department          | <ul style="list-style-type: none"> <li>All Employees</li> </ul>                       | Essential for the operations and public safety. Required to be on-site.   |
| Water and Sewer Department  | <ul style="list-style-type: none"> <li>All Employees</li> </ul>                       | Essential for the operations and public safety. Required to be on-site.   |
| Waste Water Treatment Plant | <ul style="list-style-type: none"> <li>All Employees</li> </ul>                       | Essential for the operations and public safety. Required to be on-site.   |
| Building Department         | <ul style="list-style-type: none"> <li>Building Inspectors</li> </ul>                 | Essential to the enforcement of the building code and code enforcement. Required to be on-site only during inspections.                                     |
| Finance Department          | <ul style="list-style-type: none"> <li>Treasurer</li> <li>Office Assistant</li> </ul> | Essential to perform financial duties. Not required to be on-site.  |
| Human Resource Department   | <ul style="list-style-type: none"> <li>Clerk/Treasurer</li> </ul>                     | Essential to perform required duties. Not required to be on-site.   |
| Recreation Department       | <ul style="list-style-type: none"> <li>None</li> </ul>                                |   |
| Videographer                | <ul style="list-style-type: none"> <li>Consultant</li> </ul>                          | Essential to transmit and record Board meetings. Not required to be on-site.  |
| Village Clerk               | <ul style="list-style-type: none"> <li>Clerk/Treasurer</li> </ul>                     | Not required to be on-site.   |

Village of Buchanan



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|----------------|---|---|
| Administration | <ul style="list-style-type: none"> <li>Village Administrator</li> </ul> | Essential to provide direction to department heads and staff. Not required to be on-site. |
|----------------|---|---|

## Reducing Risk through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

### Remote Work Protocols

Some essential, Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable PC/laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

The Village of Buchanan has already implemented the protocols and personnel list of working remote. In coordination with the IT Consultant and Department Heads, the Village has already had personnel working from home during the COVID-19 Pandemic. The Department Head request the position to the Village administrator who makes the final determination and works with the IT Consultant to implement the necessary requirements.

The Village has purchased the required number of laptops, cameras, a Zoom Account and VPN accounts to permit the Administrator, Finance Department, Village Clerk/Treasurer’s Office, Mayor’s Office, Village Attorney, Building Department and the Human Resources Office to work from home.

The Village is reviewing the possibility of upgrading to a new SCADA Systems for the Waste Water Plant to permit monitoring from any location.

The Village’s Videographer is able to remotely film meetings.

### Staggered Shifts

Implementing staggered shifts does not work for the Village due to the size of its workforce.

Please see Attached detailed Plans regarding each department as Appendix A.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields



- Gloves
- Disposable gowns and aprons
- Hand Sanitizer
- Clorox Wipes
- Disinfectant Spray
- Digital Thermometers

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Corona virus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Village has acquired a supply which is being maintained in the Police Department, Highway Department or the Clerk/Treasurer.

The Village has been able to obtain the required supplies of PPE though third-party vendors, the State of New York, the County of Westchester and PERMA.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency:
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the applicable period recommended pursuant to current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.



- b. The Director of Human Resources must be notified and is responsible for ensuring these protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  - 2. Provided that applicable CDC guidelines authorize doing so, critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Clerk/Treasurer must be notified and is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  - 4. The Village of Buchanan will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  - 6. The Clerk/Treasurer must be notified and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  - 1. Apply the steps identified in item B, above, as applicable.
  - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is



- not possible, a period of as long as possible will be given. CDC/State or Local public health guidance for the disease in question will be followed.
- b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
- c. See the section on Cleaning and Disinfection for additional information on that subject.
- 3. Identification of potential employee and contractor exposures will be conducted
  - a. If an employee or contractor is confirmed to have the disease in question, the Clerk/Treasurer or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- 4. The Clerk/Treasurer must be notified and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. A DPW staff member will be responsible for cleaning common areas, and the frequency of such.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Village of Buchanan is committed to reducing the burden on our employees and contractors.

Employees may also utilize whatever accrued and unused sick, personal or vacation leave they have available pursuant to any applicable collective bargaining agreement, employment agreement or Village policy, consistent with the terms thereof for the type of leave being used.

It is the Village policy to meet all Federal, State or local regulations regarding the charge of any leave time.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.



Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Buchanan, and as such are not provided with paid leave time by the Village of Buchanan, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Village of Buchanan to support contact tracing within the organization and may be shared with local public health officials.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Buchanan essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Buchanan will coordinate, identify and arrange for these housing needs.

Each Department Head is responsible for coordinating this, with the assistance from the Village Administrator.



# APPENDIX A

## Staff Reduction Plans by Department

### **Building**

If required the Building Inspectors may alternate their work schedule with the approval of the Village Administrator.

### **Fire**

This department is totally volunteer. They will respond to calls as required.

### **Finance, Clerk/Treasurer**

If required the Office Assistant and Clerk Treasurer may alternate their work schedule and work from home. They may also both work from home. Such alternate work schedule shall be subject to the prior approval of the Village Administrator.

### **Purpose of Continuity of Operations Plan**

The purpose of the Continuity of Operations (COOP) plan is to establish policy and guidance to ensure that essential functions for an agency are continued in the event that manmade, natural, or technological emergencies disrupt or threaten to disrupt normal operations. The COOP plan enables the agency to operate with a significantly reduced workforce and diminished availability of resources, and to operate from an alternate work site should the primary facility become uninhabitable.

The COOP plan does not apply to temporary disruptions of service during which services are anticipated to be restored within a short period of time.

Upon activation of the COOP plan, it is important to notify and communicate with the Mayor, Village Administrator, other Village agencies, the Westchester County Department of Emergency Services, as well as the people you serve. COOP plans will be activated when:

1. An incident occurs requiring relocation of any essential functions (building compromised)
2. Essential functions are significantly compromised
3. Staffing levels are significantly compromised (i.e. influenza pandemic)
4. Key partners are not available for normal operations
5. Essential systems are unavailable (power, water, information technology).

The mission of the Village of Buchanan Fire Department in the Continuity of Operations (COOP) planning is to utilize all available resources to maximize contribution to the overall continuity of operations response effort while assuring essential functions.

### Leadership, Orders of Succession

Fire Chief  
Assistant Fire Chief  
Assistant Fire Chief

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Village of Buchanan



Delegations of Authority

Delegations of authority will follow the orders of succession. If the Fire Chief is unavailable for a sustained period of time, the Assistant Fire Chief will be delegated the authority to act on behalf of the Fire Chief. If the first and second Fire Chiefs are unavailable for a prolonged period, the Village could provisionally promote a temporary officer to act on behalf of the Chiefs.

Department Functions

The Village of Buchanan Fire Department will operate in a fashion that will provide Fire, and Rescue response to emergencies primarily in the Village of Buchanan. The Village of Buchanan Fire Department will also provide response and receive response aide to and from surrounding areas according to the Westchester County Mutual Aid Plan.

The functions that the department is to perform are as follows:

- 1) Interior Firefighting
- 2) Scene Support
- 3) Rehabilitation
- 4) Auto Extrication
- 5) Fire Police/Traffic Control
- 6) Basic Trench, awareness level
- 7) Rope Rescue, awareness level
- 8) Haze Mat, awareness level

The agency must identify and prioritize its essential functions so the mission may be carried out during an emergency or COOP incident. Any task not deemed as an essential function will be deferred until additional personnel and resources become available.

Prioritization and Staffing

With full staffing:

- All listed functions will be performed.

With limited staffing:

- Respond to calls that maybe responded to. If cannot respond notify 60 control of limitation and need for mutual aid.

Alternate Work Sites

- There are no available alternate sites for operations.

**Finance**

In preparation of potential staff reductions due to a recurrence of COVID-19, the following is proposed:

Essential: Clerk/Treasurer

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Village of Buchanan





### Office Assistant

These positions may alternate days of work or both may work from home and the doors will be closed. This location is set up to socially distance.

Hardware needs: None, all requirements have been set up for remote access.

### Highway

Due to the size of the staff all positions are essential due to the requirements of the day to day duties.

### Police

Due to the size of the staff all positions are essential due to the requirements of the day to day duties

### Recreation

Recreation staff are all hired to run programs. If required, all programs would be canceled or meet CDC regulations.

### Water and Sewer Department

The staff is the same as the DPW staff. Due to size of department all positions are essential due to the requirements of the day to day duties.

### Waste Water Treatment Plant

Due to size of department all positions are essential due to the requirements of the day to day duties.



# APPENDIX B

## Additional Resources and References

| Organization                               | Website   |
|--|---|
| Centers for Disease Control and Prevention | <a href="https://www.cdc.gov/">https://www.cdc.gov/</a>                       |
| New York State Department of Health        | <a href="https://www.health.ny.gov/">https://www.health.ny.gov/</a>           |
| Westchester County Government              | <a href="https://www.westchestergov.com/">https://www.westchestergov.com/</a> |
|  |   |
|  |   |



# APPENDIX C

## Emergency Contact List

|   |  |
|---|--|
| <b>Village Administrator</b><br>Village of Buchanan                     | Marcus Serrano<br>236 Tate Avenue<br>Buchanan, NY 10511<br><a href="mailto:mserrano@villageofbuchanan.com">mserrano@villageofbuchanan.com</a><br>914-737-1033 ( <i>office</i> )                                    |
| <b>Chief of Police</b><br>Village of Buchanan                           | Shane Farrell<br>236 Tate Avenue<br>Buchanan, NY 10511<br><a href="mailto:sfarrell@villageofbuchanan.com">sfarrell@villageofbuchanan.com</a><br>914-739-6777 ( <i>office</i> )                                     |
| <b>Fire Chief</b><br>Village of Buchanan                                | Andy Roush<br>3159 Albany Post Road<br>Buchanan, NY 10511<br><a href="mailto:Buff255@aol.com">Buff255@aol.com</a><br>914-737-0334( <i>office</i> )   |
| <b>DPW/Water and Sewer</b><br>Village of Buchanan                       | Robert Wheeler<br>218 Westchester Avenue<br>Buchanan, NY 10511<br><a href="mailto:highway@villageofbuchanan.com">highway@villageofbuchanan.com</a><br>914-737-6858( <i>office</i> )<br>914-384-1484( <i>cell</i> ) |
| <b>Clerk Treasurer</b><br><b>Human Resources</b><br>Village of Buchanan | Cindy Kempter<br>236 Tate Avenue<br>Buchanan, New York 10511<br><a href="mailto:ckempter@villageofbuchanan.com">ckempter@villageofbuchanan.com</a><br>914-737-1033( <i>office</i> )                                |
| <b>Building Inspector</b><br>Village of Buchanan                        | Brian Cook<br>236 Tate Avenue<br>Buchanan, NY 10511<br><a href="mailto:bcook@villageofbuchanan.com">bcook@villageofbuchanan.com</a><br>914-293-8395( <i>office</i> )   |
| <b>Assistant Building Inspector</b><br>Village of Buchanan              | Peter Cook<br>236 Tate Avenue<br>Buchanan, NY 10511<br><a href="mailto:pcook@villageofbuchanan.com">pcook@villageofbuchanan.com</a><br>914-293-8396( <i>office</i> )   |
| <b>Waste Water Treatment Plant</b><br>Village of Buchanan               | Todd Travis<br>10 Greentown Road   |

Village of Buchanan



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|  | Buchanan, NY 10511<br><a href="mailto:ttravis@villageofbuchanan.com">ttravis@villageofbuchanan.com</a><br>914-737-2010( <i>office</i> ) |
| <b>Village Videographer</b><br>Village of Buchanan | Mike Miner<br><a href="mailto:minervideo@optonline.net">minervideo@optonline.net</a>  |

