

**CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER  
EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

**A. Essential Personnel**

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

Employees will be identified as essential on a case by case basis. Employees will be contacted by Human Resources, Public Safety, or a supervisor. Notification will be done by phone or other direct communication. Below is a list of positions/functions at SUNY Broome Community College that may be essential in responding to a disaster emergency involving a communicable disease:

<b>Mission Essential Position</b>	<b>Description</b>
<b>President</b>	Executive Leadership
<b>Vice Presidents &amp; Staff</b>	Executive Leadership
<b>Marketing &amp; Communications</b>	Emergency Communications
<b>Public Safety</b>	Maintenance of order of SUNY Broome properties; ensuring safety of campus population. Implementation of the campus emergency response plan.
<b>Information Technology Services</b>	Web and network services, email, telephone, etc.
<b>Facilities</b>	Preserve buildings and grounds, provide cleaning services, provision of required energy resources.
<b>Health Services</b>	Deliver necessary services within a potentially expanded Scope of Practice (under the direction of the NYS Department of Education).
<b>Housing - Student Village</b>	Provide appropriate level of residence life and housing assistance/supervision.
<b>Food Service</b>	Ensure provision of food and water to campus residents.
<b>Emergency Operations Center Staff</b>	Appropriate Emergency Response Plan personnel as needed

## **B. Telecommuting**

Nonessential employees will receive guidance from their supervisors on if/when they must transition to a telecommute status. Supervisors will develop and implement remote work schedules as needed within their department. Requests for technology support and assistance must be submitted through a csr request. Please review SUNY Broome’s [“Remote Work Program Policy”](#) for further guidance. SUNY Broome will periodically assess its technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.

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

SUNY Broome will ensure that essential employees can continue to fulfill their work responsibilities within the confines of what is advisable by the Center for Disease Control (CDC) and/or required by New York State (NYS) or its Department of Health (DOH), which may include social distancing. In a future communicable disease event, current procedures and guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all involved employees. To the extent possible, supervisors will stagger work shifts of essential personnel and staff staggering schedules may consist of alternating days or weeks and will be determined by the department supervisor.

## **D. Personal Protective Equipment**

SUNY Broome follows Infection Control Procedures in accordance with the Center for Disease Control, the New York State Department of Health and the Broome County Health Department (BCHD) in the development of all internal protocols and guidance relative to responding to communicable disease.

During a response to a communicable disease outbreak, procuring, distributing and inventory control will be centralized and prioritized. The Office of Public Safety will coordinate these activities and supplies will be procured via vendors and the BCHD.

SUNY Broome’s PPE supply is stored pursuant to PPE storage requirements and is overseen and distributed by the Office of Public Safety.

Protocols for the cleaning, disposal, training and signage related to PPE will be coordinated by the Office of Public Safety Office and will follow the guidance established by the CDC and NYS Health Department.

## E. Exposure Protocol

SUNY Broome, with guidance from SUNY and NYS DOH, has created a series of procedures to ensure that all employees physically reporting to work are screened for any symptoms consistent with sickness/disease and that the individual screening will receive instant communication and instructions on how to proceed based on their screening results. These protocols follow all screening, testing, and tracing procedures as outlined in the applicable NYSDOH guidance, including instructions to employees on when to return home and when to return to work. Protocols are updated as circumstances change.

SUNY Broome has implemented a testing program designed for the current COVID-19 pandemic. Testing programs and procedures will be altered as needed depending on emergency circumstances.

Employees who are reporting to work must complete the [CampusClear COVID Screening](#) before physically reporting to the workplace. This includes employee's coming into the building only for a brief period.

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

SUNY Broome will provide periodic updates, as information becomes available, on the communicable disease and its transmission as part of its exposure protocols in order to assist with reducing transmission.

Procedures have been developed to comply with directives from SUNY and NYS on cleaning and disinfecting protocols including daily thorough disinfection of common areas and other high-touch areas. including but not limited to:

- o Building and elevator lobbies.
- o Restrooms
- o Hallway light switches, turnstiles, and waste receptacles.
- o Building entrances, stairwell doors and handrails.

More information on the above subjects can be found in the SUNY Broome [Reopening Plan](#).

## F. Protocol for Contact Tracing

The Public Safety office will maintain trained contact tracers, with the assistance of the BCHD, for investigations. Contact tracers will interview any person who may have had a suspected exposure. They will determine if there were other individuals that may have been exposed and

what areas may have been contaminated. Identified exposed individuals will also be interviewed. Working within the BCHD and New York State Department of Health guidelines, determinations will be made regarding isolation, quarantine, or other notifications. Maintenance will be notified of areas that require disinfection and cleaning.

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

SUNY Broome will work with the Broome County Director of Emergency Services to facilitate the temporary housing of essential employees as needed.

### **H. Other**

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