

Wayne County Soil and Water Conservation District

Wayne County Soil and Water Conservation District (District) is not mission critical with regards to a functioning government. If conditions warrant and the District is closed, we can sustain with minimal staffing for a short period of time. Payroll, grant related deliverables, and farmer or municipality needs become more important as time moves forward. The District phone tree is listed below for executing future communication.

All decisions will be made by the District's Board of Directors with inputs from the Staff.

Board of Directors will meet every two weeks beginning March 18th on Wednesday at 9am by conference call with DM to discuss progress. A regular Board Meeting and operational approve will continue to be completed on the 3rd Wednesday of the month at 9am as regularly scheduled by conference call until further notice.

1. **STAGE 1: CLOSURE TO THE GENERAL PUBLIC:** If the District is closed to the General Public, this means, the public may request an appointment in an open aired location which allows enough social distancing for the safety of the staff. The public may also work with the staff via phone or by email.

***** This stage was implemented, Monday, March 16, 2020.**

During this time of closure to the public, the staff will remain full staffed and working within their segregated office areas.

- a. County Cleaning Staff will be suspended to prohibit multiple cross interactions within other County employees and District Staff. At this time, the District Manager (DM) will be responsible for cleaning maintenance and general areas policies (i.e. lunch room area, meeting spaces, restrooms, trash disposal and recycling). General disinfecting will be done at the end of each day once the staff has left for the day. This includes light switches, door handles/knobs/pushes, and sink handles.
 - b. Staff will review all operational policies and prepare for situations that limit exposure, including but not limited to utilizing accumulated leave if ill or in close proximity to someone who is.
2. **STAGE 2: OFFICE CLOSURE:** if the District office is closed, the DM will notify the staff of the closing plan and will begin execution of the plan with as much advanced notice as possible for the staff to adjust to a working from a remote location.

*****CURRENTLY: The employees will be off in compliance with Executive Order 202.4 for a period of two weeks to be reassessed by the District's Board of Directors on April 1, 2020. This was approved at an Executive Board Meeting, Friday, March 20, 2020. (See attached minutes) Return date TBD.**

Other parameters include:

- a. It will be imperative for the Conservation Secretary/Treasurer and District Manager to make payroll, pay bills and taxes, weekly and maintain as many regular services.
 - b. Employees will be individually worked with on a plan of work (POW) based on deliverables for current contracts. These POWs will be reviewed every two weeks via conference call with the staff and DM.
 - c. Vehicles will be individually assigned to each staff member by the Field Program Manager. They will retain control of this vehicle and are responsible for fueling and cleaning/sanitizing during this period of control. If tanks become empty and the pumps at County Fuel Stations are down, an employee will have to fuel the vehicle at a local gas station and receive reimbursement at a later time (ALL Vehicles should be filled before the tanks become half full). Reimbursement can be submitted electronically to the DM with photo proof the receipt and the general reimbursement form.
 - d. Staff will have the ability to take home necessary files (paper and electronic) so that they can continue making progress on their deliverables. The District will provide services to staff that do not have unlimited broadband at their location. The District purchased licenses through Wetransfer so that staff can have larger files transferred to them for access to computer files from remote locations and perform work related duties. The DM will continue to make sure staff will have materials needed on a continuing basis.
 - e. Mail will be suspended and will resume delivery on Friday, April 3, unless notice was provided to the local Postal Service.
 - f. Staff will be provided with IT service tools when available to get them to a fully functioning remote office. Wayne County IT has provided mirror office imaging to provide remote desktop and software access as of 3/31/2020.
3. STAGE 3: REDUCED STAFF/OPEN AT MINIMAL STAFFING LEVELS:
If the District reaches stage 3, staffing will have been reduced to minimum functioning capacity to address existing support and contracts. Staff may be reduced to various levels to maintain providing work to the most individuals as possible. Existing staff members in the office will have to perform as many functions as possible to maintain daily support to our constituents.
- a. Our Conservation Secretary/Treasurer and DM will have to enter the building every two weeks to process payroll for employees and pay bills.
4. Resources
The District has the following equipment available for use outside their office/shop:
- a. 1 1-ton 4x4 pickup Diesel
 - b. 1 1-ton 4x4 pickup Gas
 - c. 2 1/2 ton 4x4 pickups
 - d. 1 Chevy Impala passenger vehicle
 - e. 1 4x4 side by side (ranger) & Trailer
 - f. 1 900 gallon hydro seeder / water tanker / w/ discharge pump

Resources continued:

- g. 3 2” water pumps
- h. 1 Survey grade GPS w/ sub-meter accuracy
- i. 1 Chainsaw
- j. 1 16’ Johnboat w/ 15 hp motor & Jensen Rake & Cutter
- k. 2 Utility trailers
- l. 16 Canoes & Kayaks
- m. 4 Aquatic Weed Harvesters
- n. 2 Dump Trucks
- o. 1 Shore Conveyor
- p. 1 No-Till Drill

5. Staff Capabilities

The District has the following capabilities available to support mission critical efforts. Availability will be based upon each staff member’s willingness to participate.

- a. 2 Accounting / Financial (QuickBooks)
- b. 1 Small Equipment Operator
- c. 2 Large Equipment Operators
- d. 3 Planners / Cost Estimators
- e. 2 Implementers (Survey/Design/Cost Estimate/Construction Inspection)
- f. 2 Certified Professional Erosion Control Specialist
- g. 2 CDL driver – 1 Class B & 1 Class A
- h. 3 ArcGIS providers

6. Staff Contact Information

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|---|--------------------------|
| a. Lindsey Gerstenslager, District Manager | 716.353.6393 (Cell/Home) |
| b. Ron Thorn, Field Manager | 315.759.3661 (Cell/Work) |
| c. Chris Hotto, Sr. District Technician | 315.759.3659 (Cell/Work) |
| d. Scott DeRue, Sr. District Technician | 315.759.1273 (Cell/Work) |
| e. Drew Starkey, District Technician | 315.759.0117 (Cell/Work) |
| f. Ian Priestley, District Technician | 315.759.4710 (Cell/Work) |
| g. Terry Reynolds, District Technician | 315.759.9448 (Cell/Work) |
| h. Maxine Appleby, Public Relations/Education | 414.224.9462 (Cell/Home) |
| i. Michael Walker, Crew Leader | 315.759.1639 (Cell/Work) |

Board of Directors 2020: Contacts for specific questions at this time:

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| j. Mark Humbert, Chair | 315.651.8304 (Cell/Home) |
| k. Lynn Chatfield, Vice Chair | 315.414.7663 (Cell/Home) |

7. Communications

- 1. Lindsey Gerstenslager
- 2. Ron Thorn
- 3. Mark Humbert

4. Lynn Chatfield
5. Senior Technicians: Chris Hotto & Scott DeRue

8. Designated SWCD staff to communicate with County administrative staff
 - a. Lindsey Gerstenslager, District Manager
 - b. Ron Thorn, Field Manager

9. Phone Tree Communications
 - a. Lindsey will call Ron Thorn and Board of Directors;
 - b. Ron will call Chris Hotto, Scott DeRue and Terry;
 - c. Chris will call Drew Starkey;
 - d. Scott will call Ian Priestley & if during AVC season, Mike Walker;
 - e. Drew will call Bethany;
 - f. Bethany will call Maxine;
 - g. Mike Walker will call the crew staff if in operation.

Staff Guidance:

We value our work family, and the safety and health of themselves and their families. District official communication will be conducted by the District's current webmail service. This service is provided by the below webmail link: <https://webmail.waynenyswcd.org/Login.aspx>

****Employees are expected to check their emails on Tuesday and Friday for status updates.**

****Employees will receive official notices such as operations changes or recalls by email.**

1. Protection. Consistent with CDC, NYSDOH, and county guidance, any employee who: (1) recently traveled to a restricted area under a Travel Advisory according to the U.S. State Department; (2) was in close contact to someone who has confirmed coronavirus; or (3) appears to have acute respiratory illness symptoms (such as cough or shortness of breath), should leave the workplace immediately and seek a public health assessment to determine the need for medical evaluation.
2. Employees shall continue to comply with record keeping policies and accurately record all working time. Employees shall adjust schedules and refrain from making claims for compensatory time. Employees must also abide by meal break laws (mandatory ½ hour break after working at least 6 hours) while working from home.
3. District staff should still fill out timesheet records for the time off and any work functions that are chosen by staff may use the appropriate codes. All other time should be listed non-program: Administrative
4. Wayne County has a plan for scenarios where staff or clients test positive for COVID-19. The hope is this does not occur. Below, please find details as to how this will work regarding leave time:
 - a. Should an employee be placed under isolation or quarantine by a governmental agency (Wayne County Public Health, New York State Department of Health), those individuals will not be charged leave time for the days spent in isolation/quarantine;

- b. Employees that present with COVID-19 symptoms and are required by a physician to self-quarantine, will not be charged sick leave time for the time spent in isolation/quarantine as long as a medical slip is provided to HR.
- c. Should Wayne County or any other governmental entity (State or Federal) force the temporary closure of any County facility, there may be staff that are in critical functions that will be required to report to work or if the availability exists, may be able to work remotely. Staff of those particular facilities impacted that are directed not to report to work will not be charged leave time. Staff that are required to report or work will be credited additional leave equal to the number of hours worked. This will be calculated as straight time, unless overtime is actually worked. We will make sure anyone who has reached their leave cap will still get appropriately credited.
- d. If employees are sick with other illnesses that are not COVID-19, they will continue to use sick leave.