



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Purpose

To ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, each New York State agency and authority prepared a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease. These plans were finalized and posted by April 1, 2021.

Applicable agencies and authorities must remain prepared for future disasters involving a communicable disease. This includes maintaining an up-to-date plan that must be reviewed and updated as necessary and reposted annually in May with the most recent date clearly marked. These plans must be posted in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or internet website.

Continuity of Operations Plan for a Disaster Emergency Involving a Communicable Disease

Individual(s) Responsible for Maintaining this Plan:

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Statutory Elements of the Plan:

A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.

"Essential" shall refer to a designation made by the employer that an employee is required to be physically present at a worksite to perform their job. Such designation may be changed at any time in the sole discretion of the employer.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.

"Non-essential" shall refer to a designation made by the employer that an employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.

A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. 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.

A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.

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, to the extent applicable to the needs of the workplace.

Any other public health requirements determined by the New York State Department of Health (DOH) that are designed to reduce transmission of infectious diseases, such as face coverings,



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

contract tracing, diagnostic testing, social distancing, hand and respiratory hygiene, and cleaning and disinfection protocols.

Activation of the Plan:

In the event of activation of this plan, employees will receive a concise notification indicating activation of the Continuity of Operations Plan for a Disaster Emergency Involving a Communicable Disease (COOP-Communicable Disease) via one or more of these notification mechanisms:

1. GEARS / NYAlert (sign up at this link: [Emergency Management](#))
2. A mass email to all employees from UIAB to employee UIAB email addresses.
3. Intranet and Internet postings on the DOL intranet (NYS DOL Intranet Homepage) and/or website (Information for DOL Employees During Coronavirus Emergency - New York State Department of Labor ([ny.gov](#)))

Depending on the severity of the incident and available timeframes, some or all these mechanisms may be used.

If the COOP-Communicable Disease is initiated, employees must review any messaging carefully and thoroughly and maintain alertness for periodic updates regarding reporting to the workplace and operational changes.

This messaging will provide instruction regarding which staff are designated essential (i.e., must report to work) and any other critical instruction or communications.

A. Essential Personnel

What are the positions your agency or authority considers essential in the event of a state-ordered reduction of your in-person workforce? As applicable, please provide a list and description of the types of positions.

All judicial and administrative positions at the UIAB related to preparing, scheduling, hearing, and deciding lower and higher authority appeals concerning eligibility for benefits for unemployed workers are considered essential.

B. Telecommuting

In the event of a future state disaster emergency involving a communicable disease, the agency/authority may receive direction from the Office of Employee Relations (OER) on the rules and guidelines applicable to telecommuting but may take steps in order to implement and operationalize any telecommuting program, where applicable, for the agency/authority. For the COVID-19 pandemic, OER established a Statewide, uniform, pilot telecommuting program which outlines how agencies/authorities manage telecommuting.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Agencies shall periodically assess their technology needs for telecommuting in consultation with the Office of Information Technology Services (ITS) to ensure that appropriate information technology resources are available.

- Subject to additional emergency guidance from OER, what are the protocols your agency or authority will follow for non-essential employees to telecommute including, but not limited to, facilitating, or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices? Please provide a description of these protocols as follows:
- Protocol for telecommuting;
- Protocol for procurement, distribution, downloading and installation of needed technology; and
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones.

Based on technological capabilities as of the date of this plan, a predominant number of UIAB employees are considered essential. We can only allow telecommuting to a very limited extent (one to two days per week, depending on the individual's job duties). We follow all OER guidance.

To maintain operational readiness if this plan is activated, UIAB Management should periodically review the following information and make and maintain appropriate determinations prior to activation of this plan.

Considerations for UIAB Management:

1. Identify individual work processes or crucial program tasks that can be completed remotely, and which require staff presence in the office;
2. Consider if identified work processes or crucial program tasks that currently require staff presence could, with some level of modification, be altered in order to use telecommuting, on a short term or long-term basis, while maintaining compliance with applicable laws and rules (e.g. confidentiality);
3. Review if staff currently have either UIAB or personally owned equipment with the required access, technology, etc. to work remotely at present;
4. Determine if, with currently available resources, the UIAB could operate in a long-term manner with a smaller portion of staff reporting to the office, on a full or part time basis;
5. Determine if contact information for UIAB staff is available, and if they have contact information for appropriate supervisory or management parties; and



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

6. Determine the need for phone coverage and the option to transfer office phone lines (Cisco VoIP) to cell phones or work cell phones for off-site phone answering coverage.

If supervisors and managers can increase readiness in the event that the COOP-Communicable Disease is activated, they should work with staff to do so.

Considerations for Individual Employees:

1. Individuals should consider which work processes or crucial program tasks they perform can be completed remotely, and which would require presence in the office.
2. Consider if identified work processes or crucial program tasks that currently require in office presence could, with some level of modification, be altered in order to use telecommuting, on a short term or long-term basis, while maintaining compliance with applicable laws and rules (e.g. confidentiality).
3. Employees should individually identify if they have either UIAB or personally owned equipment with the required access, technology, etc., to work remotely at present.
4. Individuals should periodically verify functionality of equipment and remote access, even if not working remotely currently.
5. Individuals should determine if they have contact information for their supervisor and manager, and if these parties have their contact information.
6. Individuals should determine if they can remotely forward and un-forward work phones to a phone at another location or residence.

If staff can increase readiness in the event that this COOP-Communicable Disease is activated, they should work in conjunction with their supervisory chain to do so prior to plan activation.

In the event that this plan is activated and staff are directed to engage in telework, we would use computers, laptops, cell phones or other equipment and software (e.g., RSA tokens) currently available to maintain required work activities with staff who have the ability to telework.

As an ITS-hosted agency, UIAB will utilize the ITSM Service Now Self-Service Portal to submit hardware and software requests. ITS Workplace Services will “push” needed software to the device. ITS Workplace services will arrange the receipt of needed hardware by the user, following whatever situational protocols are necessary for such a transaction based on the guidelines at that time from the Centers for Disease Control and Prevention (“CDC”) or the New York State Department of Health (“DOH”). Staff can locate additional information and resources at the ITS.ny.gov Working Remotely website.

UIAB will also implement coverage based on pre-determined need for phone coverage and exercise the option to transfer office phone lines (Cisco VoIP) to cell phones or work cell phones for off-site phone answering coverage. NYS ITS operates a Cisco Unified Communications



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Domain Manager giving the ability for all UIAB VoIP users to forward office calls to a work cell phone or personal/home device. Sign on and update instructions can be emailed to all users, who sign on using the employee's UIAB credentials. Additional information and guides are available on the ITS website.

Procurement for additional items that may be needed following activation of this plan, or in preparation for plan activation, must follow the established New York State Office of General Services (NYS OGS) procurement procedures (e.g., State Financial System (SFS) Request) unless a waiver or alternate procurement mechanism is presented by a higher authority.

The UIAB 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

How will your agency or authority, to the extent possible, stagger work shifts or adjust work hours of essential employees in order to reduce overcrowding on public transportation systems and at worksites? Consider the following in developing your work shift/schedule adjustments, if applicable:

- Will you need to alter working hours/shifts/schedules of essential employees?
- Will you need to split shifts or change operations to different days of the week?
- How will you manage engagement between employees and any clients and/or visitors at the worksite, accounting for physical distancing requirements, as applicable?
- How will you promote physical/social distancing in this type of operation or work setting?
- What common situations that may not readily allow for social distancing between individuals exist at the worksite (including employees, clients and essential visitors)?

Should this COOP-Communicable Disease be activated, a variety of mechanisms in addition to telecommuting may be implemented.

As the specifics regarding a communicable disease may vary significantly, circumstances will be evaluated and messaging to staff via some of the same mechanisms as plan activation will be used to convey specific information.

Based on the current COVID-19 pandemic, UIAB may use one or more of the following actions to accomplish mission critical work and maintain staff safety to the highest level possible.

These provisions are subject to modification based on exact circumstances.



UNEMPLOYMENT INSURANCE APPEAL BOARD

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

1. Reduced Density in UIAB Offices

- A. To maintain safe conditions in UIAB offices, when operating under this plan the normal occupancy rate will be reduced as recommended/required by the New York State Department of Health (NYS DOH) or other regulatory agency to prevent/reduce the spread of the communicable disease.
- B. Operational needs for staff to report to their worksite will be regularly assessed by individual program areas and will be dependent on the severity, duration, and circumstances surrounding the communicable disease event.
- C. If required in office work by essential staff requires a cohort of staff which would exceed the recommended density in the workplace, staggered or split shifts will be evaluated and implemented by agency management if operationally feasible.
- D. Whenever possible, employees will be encouraged to participate in compressed workweeks, Voluntary Reductions in Work Schedules (VRWS), and/or splitting time between the office and telecommuting. This will help to reduce density in the workplace.
- E. Start times, break times, and lunch times for reporting staff will be staggered by on-site management, with staff input if required, to ensure physical distancing is maintained and/or reduce overcrowding on public transportation systems.
- F. Requests for alternative work arrangements/reasonable accommodations will be reviewed by UIAB in accordance with all applicable state and federal laws, rules and regulations and policies.

2. Precautions or Limitations Pertaining to in Person Interaction

All customer engagement, including participation in unemployment insurance hearings, will be by telephone or, in the event of technological additions, other virtual means. There will be no in-person customer interaction. All internal meetings will be held via telephone or WebEx to the extent possible.

If a state disaster involving a communicable disease should occur and there are distancing and other exposure controls, we will follow all state issued guidelines and instructions. A no-gathering policy will be in place. All workstations will be appropriately socially distanced. Under customary operating procedures, there should be no situations that will not readily allow for proper social distancing between individuals at the worksite.

D. Personal Protective Equipment

What is the protocol your agency or authority will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees, based upon Department of Health (DOH) and/or Centers for Disease Control and Prevention (CDC) guidance and the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

each essential employee during any given work shift? You should consider different job groupings or responsibilities (e.g., patient/direct care, public-facing positions) when describing the protocol. Also, consider the following in developing your protocol:

- What is your plan for storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration?
- What will be your protocol for cleaning and/or disposal of PPE, to the extent applicable?
- How will you train employees on how to put on, take off, clean and disinfect (as applicable) and discard PPE?
- What is your plan for posting signage to remind employees of appropriate use of PPE?
- Identify the position(s) responsible for ensuring PPE needs are met as outlined above.

PPE Procurement

Activation of this plan in the event of a communicable disease will likely result in the implementation of protocols like those currently used for COVID 19. The UIAB does not have the authority to purchase these supplies but will work with the DOL property office to procure PPE through NYS OGS state contract unless PPE is offered by some other entity or authority (e.g. New York State Office of Emergency Management, NYSOEM).

PPE Storage and Distribution

Based on state issued guidance, UIAB management will periodically assess worksites and will determine the type and amount of PPE necessary based on job functions and staffing levels. A similar assessment would be made in the event of a future state disaster. An adequate supply of PPE will be stored at each of our 8 locations. The UIAB's main office location will store the remainder of the PPE in a secure, dry location to prevent degradation. The UIAB Manager or her designee will be responsible for ensuring PPE needs are met. Staff designated by UIAB management will inspect the supply periodically.

We require a point person at each location to track distribution of PPE and record it on a SharePoint document. The PPE Lead in the Menands location is responsible for monitoring this supply and redistributing additional PPE to locations as necessary. Employees are individually responsible for disposing PPE in wastebaskets when soiled or damaged. NYS signage regarding proper use of PPE is in each office and copies of the signage is stored electronically so it can be redistributed as necessary. YouTube videos are available if staff need to be trained on how to put on or take off non-surgical masks and gloves.

Training in the Appropriate Use of PPE

All staff will complete required training as determined by the New York State Governors Office of Employee Relations (NYS OER) relevant to the communicable disease event, including but



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

not limited to training on the proper donning, doffing, cleaning (as appropriate) and disposal of PPE.

Training will likely be delivered electronically via the NYS Statewide Learning Management System (SLMS). The topic(s), intended audiences, and number of training courses will be dependent on the communicable disease event.

Training will provide general information related to the State's response and an overview of required PPE. There may be additional worksite or building-specific training.

UIAB will ensure that employees view the general training before the required deadlines (e.g., before or upon their return to work).

Required worksite or building-specific training (including "hands-on" PPE training) delivered by appropriate management designated staff, with the assistance of DOL professional training staff, may occur the first day staff return to the worksite, depending on the event.

Proper Use and Disposal of PPE

Supervisors will monitor staff to ensure that the recommended PPE is being worn properly, at the proper times, and discarded in the proper receptacles. If required, each location will be provided with a specific trash can for disposable PPE (e.g., face masks/gloves).

Disposable PPE will be provided by UIAB unless use of disposable PPE is not feasible. If PPE that requires cleaning or reuse is provided by UIAB, employees will be trained on the purpose, use, limitations of, cleaning of, and proper care, maintenance, expected useful life of and disposal of non-disposable PPE.

E. Exposure Protocol

What is the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace?

Requirements and lessons learned under the COVID-19 disaster emergency, as follows, should be taken into account in the description of your protocol:

- Ensure agency/authority is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance, including instructions to employees on when to return home and when to return to work.
- Implement mandatory remote or in-person health screenings at a frequency determined by the Department of Health in consultation with OER for communicable disease contact or symptoms (e.g., questionnaire, temperature check) for in-person employees at or near the beginning of each workday.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.

- Ensure screening staff are trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment as recommended by DOH guidance, including at least a face covering and gloves, if the screening involves contact.
- Maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. Record must be reviewed and secured on a daily basis.
- Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- Where practicable, maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.
- Utilize engineering controls, safe work practices and PPE in order to minimize exposure in a future state disaster emergency caused by a communicable disease. These controls and practices will be dependent on the communicable disease that causes such disaster emergency.
- Provide periodic updates to employees, as information becomes available, on the communicable disease and its transmission as part of its exposure protocols in order to assist with reducing transmission.

Further, agencies/authorities and staff must abide by all additional directives from the Director of State Operations which may include cleaning and disinfecting protocols, as well as notification to health officials and potential employee contacts.

- What actions will be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched?
- How will work areas be isolated when there is an exposure until such area can be cleaned?
- What specific actions are necessary to adjust to the needs of field employees?
- What is your policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine?
 - The amount and types of leave available to an employee will be dependent on the particular disaster emergency that has been declared and any provisions of law



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

that provide for leave under such circumstances. Policy on available leaves will be established by the Department of Civil Service and/or OER who shall provide guidance to the agencies/authorities on how to instruct employees about available leaves.

As the UIAB is located in facilities owned or managed by the NYS Department of Labor, UIAB will follow the protocols DOL has put in place for its worksites. UIAB understands these protocols to be as follows:

Activation of this plan in the event of a communicable disease will likely result in the implementation of screening and exposure protocols similar to those used for COVID 19.

The UIAB will utilize engineering controls, safe work practices and PPE 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.

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

The Centers for Disease Control and Prevention (CDC)/NYS DOH recommended processes and Director of State Operations and Infrastructure guidance will be followed. This guidance may vary, depending on the nature of the communicable disease, the symptoms caused by the disease, and the mechanism of spread.

Employees will be provided specific screening information and incident specific protocols may be developed, but employees can expect representative screening or exposure protocols to operate as follows:

Screening:

Employees entering UIAB worksites will likely be required to complete a health screening at the time interval required by CDC/NYS DOH. Screening may be done using an online application similar to the one used during the 2020-21 COVID-19 pandemic found at screening.ny.gov. We anticipate that a similar electronic screening will be developed or used for future communicable disease events. The screening questions will be focused on relevant symptoms and/or exposure parameters as identified by CDC/NYS DOH. If feasible, employees who cannot “self-screen” using the application will be provided with another method of screening, such as reporting to a Screening Coordinator at their worksite.

Screening staff will be trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment including at least a face covering and gloves, if the screening involves contact.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

The results of self-screening or in-person health screenings will be maintained electronically in a secure application or at each site in a secured filing cabinet (if using a paper screening form). It will not include specific information other than whether the employee passed or failed. The paper screening forms will be shredded after one month and the screening results are only available on the app for a 21-day period.

Designated supervisory level employees and managers will serve in coordinator, screener, and safety monitor roles at UIAB offices. These staff will provide and oversee screening and safety protocols at UIAB sites.

Designated supervisory staff and managers will serve as worksite-level safety monitors whose responsibilities include continuous compliance with all aspects of the site safety plan. Existing designated staff, with substitutions or additions as required, will be used during a future activation of this plan.

Where practicable, reception or security staff will maintain a log of every person, including employees, vendors, and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.

Health Screening Failures or “De-Facto” Screening Failures Reported by Other Means:

Staff who fail an applicable health screening will be instructed to leave the DOL location, or not report to the location, and the failure will be reported electronically or verbally to the DOL Office of Employee Relations for evaluation. Staff who verbalize or demonstrate a symptom or circumstance which would result in a failure will be referred to the DOL Office of Employee Relations by a screener, supervisor, or manager, for the circumstance to be evaluated. If, after evaluation of the circumstances, with necessary consultation with NYS DOH or other authority, OER believes that a potential or actual exposure to a communicable disease has occurred, the matter will be handled by OER in accordance with the appropriate exposure protocol.

Exposure Protocol:

In the event of activation of this plan, the UIAB will abide by The Centers for Disease Control and Prevention (CDC)/NYS DOH recommended processes and/or Director of State Operations and Infrastructure guidance regarding items such as:

1. Separating and/or administratively quarantining employees who are known or suspected to have a communicable disease based on a screening result or independently identified symptoms or circumstances.
2. Separating and/or administratively quarantining employees who have been in contact with persons who are known or suspected to have a communicable disease.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

3. Contact tracing and notification to appropriate parties regarding known or potential exposure to a communicable disease.
4. Reporting known or suspected cases to entities such as State or Local Departments of Health and Department Executive Management.

The implementation and management of a particular exposure protocol for UIAB employees will be overseen by the DOL Office of Employee Relations (OER) and Office of Emergency Management. The UIAB will work closely with OER and the Office of Emergency Management to monitor exposure of UIAB employees. The privacy and confidentiality of employees impacted by a communicable disease will be maintained to the extent allowed by public health and applicable law or policy.

Disinfection/ Cleaning on an ongoing and Post-exposure Basis:

The UIAB does not oversee the cleaning of its locations. This is the responsibility of DOL Property. DOL will ensure buildings/worksites will be cleaned using the methods and frequency as recommended by CDC/NYS DOH. For each UIAB location, a facility contact identified by DOL management will be responsible for maintaining and storing a detailed cleaning log.

Upon activation of this plan, employees who are confirmed or suspected to be infected with a relevant communicable disease will be required to report that status to their direct supervisor. Supervisors will additionally be required to report confirmed or suspected employee infection status to an employee designated by UIAB management (for the COVID-19 pandemic, this is the Executive Director) and the DOL Office of Employee Relations. Supervisors must also ensure the employee workstation or immediate work area of the employee remains vacant until the area can be cleaned.

UIAB and OER will work with DOL's Property Office, informing them of the area(s) that are impacted by the infected staff, so the Property Office can facilitate the thorough disinfection of all impacted areas per applicable guidance.

Leave Benefits for Infected or Quarantined Employees:

While the amount and types of leave available to an employee will be dependent on the particular disaster emergency that has been declared and any provisions of law that provide for leave under such circumstances, during the COVID-19 pandemic an employee's leave options included OER quarantine leave, leave under other applicable State policies, and an employee's own leave accruals. Policy on available leaves will be established by the Department of Civil Service and/or OER who shall provide guidance to UIAB on how to instruct employees about available leaves.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

F. Protocol for Documenting Work Hours/Locations

How will your agency or authority document hours and work locations, including off-site visits, for essential employees? Your protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. You should also consider the following questions in describing your protocol:

- How will these records be maintained?
- Who is responsible for maintaining these records?
- Who will be in charge of accessing these records for the purposes of disease tracking and identifying potential exposures?
- If these records are in paper form, what are your protocols for preserving these records?

Activation of this plan in the event of a communicable disease will likely result in the implementation of protocols like those currently used for COVID 19. The UIAB maintains records of employees' work locations and regular shifts. There are no off-site visits and the beginning and end times of work remain constant for each of our employees. We will maintain an attendance tracker that can be accessed by supervisory staff to determine the potential population of exposed employees. An employee designated by UIAB Management (for the COVID-19 pandemic this employee is the Executive Director) will work closely with OER to ensure the appropriate reporting of known or suspected cases to entities such as State or Local Departments of Health. OER coordinates appropriate contract tracing and notification of isolation of employees. The records will be maintained in electronic form.

G. Protocol for Identifying Emergency Housing for Essential Employees

How will you work with local officials or other state agencies 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, to the extent applicable to the needs of the workplace?

To the extent needed, your agency's/authority's Director for Administration (DFA) (or in the case of facility operations the local equivalent) will be the point of contact for the identification of emergency housing for essential employees. The DFA or local equivalent will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may be in need of such housing.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

The UIAB's Executive Director will work with the DOL's Deputy Commissioner for Finance and Administration (DCFA) who will be the point of contact for the identification of emergency housing for essential employees. The DCFA will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to essential employees who may need such housing.

H. Other Requirements Determined by the NYS DOH

DOH may determine other requirements and guidelines based on the specific communicable disease, severity and longevity. Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.

For example, DOH guidelines for COVID-19 included the following steps, which may also be applicable during future emergencies related to a communicable diseases and should be considered in planning efforts:

- Ensure applicable social distancing is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within a distance less than applicable of another person, the employee and person should wear acceptable face coverings.
- When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
- Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
- Social distancing markers should be posted around the workplace using tape or signs that indicate appropriate spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
- Post signs, consistent with the DOH signage requirements, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.



UNEMPLOYMENT INSURANCE APPEAL BOARD CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's guidance.
- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for the communicable disease. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in your facility is suspected or confirmed to have the communicable disease.

I. Return to Normal Operations

During plan development and updates, agencies and authorities should determine how to transition from the procedures and protocols listed in Sections A-F above to non-emergency operations. The timing and degree of return to normal operations is dependent upon the type and severity of an outbreak and will be directed by guidance from but not limited to DOH, State Operations, and OER.

Who from your operation will be tasked with assembling a Return to Normal Operations plan reflecting timing and guidance provided?

How do you plan on communicating the plan to employees?

What position(s) will be responsible for ensuring any physical preparations that may be needed, such as deep cleaning or installation of barriers, are accomplished?



**UNEMPLOYMENT INSURANCE APPEAL BOARD
CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER
EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

UIAB will comply with all executive orders and emergency regulations related to the state disaster emergency. The Executive Director, in conjunction with the Chair of the Board and the Chief Judge, is responsible for assembling a Return to Normal Operations plan including a timeline and other guidance.

If the circumstances of the communicable disease situation modify to the extent that the plan will be de-activated in whole or in part and there is a return to normal operations, employees will receive a notification in a similar manner to the activation notification. Employees will also receive specific instructions regarding the return to normal operations via e-mail and telephone from UIAB Management and supervisory staff.

As stated above, UIAB does not oversee the cleaning of its locations. This is the responsibility of DOL Property. UIAB will work with DOL to ensure buildings/worksites are deep cleaned and work to complete any installation or barriers is accomplished in a timely manner.