

**County of Chautauqua Industrial Development Agency (“CCIDA”),
Chautauqua Region Economic Development Corporation (“CREDC”) and
Chautauqua County Capital Resource Corporation (“CRC”)**

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

Purpose

This Continuity of Operations Policy (“Policy”) shall apply to the County of Chautauqua Industrial Development Agency (CCIDA) and its affiliates: Chautauqua Region Economic Development Corporation (CREDC), Chautauqua County Capital Resource Corporation (CRC) and any other affiliated entities that may hereafter be established (hereinafter collectively referred to as the “Agency”).

Pursuant to Chapter 168 of the Laws of 2020, and to ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, the Agency must prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

This plan 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 the Agency’s employee handbook if it has one, and (3) on either their intranet or internet website.

**Individual(s) Responsible for Maintaining this Plan:
Jeanette Lo Bello, Office Manager
The Agency**

A. Essential Personnel

Essential shall refer to a designation made that a public employee is or may be 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. The Agency’s CEO is designated as essential.

B. Telecommuting

All employees will receive guidance from their supervisors on if/when they must transition to a telecommute status. The CEO will develop and implement remote work schedules as needed.

C. Work Shifts/Schedules

The CEO 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). 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.

Personal Protective Equipment

The Agency follows Infection Control Procedures in accordance with the Center for Disease Control and the New York State Department of Health 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 of PPE will be centralized and prioritized. Protocols for the cleaning, disposal, training and signage related to PPE will follow the guidance established by the CDC and NYS Health Department.

D. Exposure Protocol

Minimal Controls During an Outbreak: During an airborne infectious disease outbreak, the following minimum controls will be used:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees will:

- Maintain physical distancing
- Exercise coughing/sneezing etiquette
- Wear face coverings and utilize PPE as appropriate
- Individuals limit what they touch
- Stop social etiquette behaviors such as hugging and hand shaking, and
- Wash hands properly and often

2. **“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform their supervisor of their health status and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should leave the workplace immediately and should contact a healthcare professional for instructions. The health screening elements will follow NYSDOH and CDC guidance, if available.

4. **Face Coverings:** Consistent with New York State Department of Health and the Centers for Disease Control and Prevention applicable guidance, appropriate face coverings may be required.

5. **Physical Distancing:** Consistent with New York State Department of Health and the Centers for Disease Control and Prevention applicable guidance, physical distancing may be required. In situations where prolonged close contact with other individuals is likely, the Agency will use the following control methods as applicable:

- restricting or limiting customer or visitor entry to any building
- limiting occupancy within the building
- allowing only one person at a time inside small, enclosed spaces
- reconfiguring workspaces
- physical barriers
- signage in public areas to inform employees and visitors
- floor markings
- recommend telecommuting and remote meetings
- preventing gatherings of employees
- restricting travel
- creating new work shifts and/or staggering work hours
- adjusting break times and lunch periods
- delivering services remotely for Agency board members and clients

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching your eyes, nose, or mouth
- Touching your mask
- Entering and leaving a public place including the Agency's facility
- Touching an item or surface that may be frequently touched by other people

7. **Cleaning and Disinfection:** Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, water faucet handles, computers, phones, or handrails will be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

8. **Events/Meetings:** Agency leadership will review scheduled events and meetings which may be temporarily suspended or cancelled or otherwise held remotely. 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, shall be maintained.

9. **Contact Tracing:** The Agency will deploy contact tracers who 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 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.

F. Other

The Agency will comply with all executive orders and emergency regulations related to the state disaster emergency.

Adopted this 25th day of March, 2025, by the respective Boards of each corporation referenced above.