

Village of Akron Public Employer Health Emergency Plan



Plan Approved On: May 3, 2021

This plan has been developed in consideration of NYS legislation S8617B/A10832.

Promulgation

This plan has been developed with consideration towards amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Akron Police Department, Akron Department of Public Works Teamsters Local 264, and non-represented Village employees 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 Akron, I hereby attest that this plan has been developed, approved, and placed in full effect in consideration of S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: Carl E. Patterson

Title: Mayor

Signature: 

Record of Changes

Date of Change	Description of Change	Implemented by



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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in consideration of the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires 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 Akron. 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 coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in consideration of 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 consider 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
- 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
- Consideration of other guidance which may be published by the CDC, NYS Department of Health, and the Erie County Department of 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 Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

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 Akron, his designee, or his 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 Akron shall be notified by the Mayor or his designee with details provided as possible and necessary, with additional information and updates provided on a regular basis. Village residents and businesses will be notified of pertinent operational changes by way of messaging on the Village website and as announcements made at Village Board meetings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Mayor, his designee, or his successor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Akron, his designee, or his successor will take into consideration the information, direction, and guidance from the CDC, NYS Department of Health, Erie County Department of Health and the Governor's office, directing the implementation of changes as necessary.

Mission Essential Functions

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

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; and
5. Remain responsive to the immediate needs of the community.

The Village of Akron 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 Akron have been identified as:

Essential Function	Description	Priority
Police Calls for Service	Provide responding police officers to any request from the public when police presence is needed. This includes calls for first aid and to victims of crimes. Traffic control, accident investigations, handling, and mediation of disputes, filing police reports, making referrals to other agencies and determent of crime.	1
Fire Operations	Provide public safety for any alarms of fire, carbon monoxide detectors, responds auto accidents, and any other emergency incidents.	1
Ambulance Operations -Twin City Contract	Provide emergency response and administer EMS to any incident dispatched by public safety. And provide transport to proper medical facility.	1
Sanitation – Modern Disposal Contract	Weekly recycling and garbage pickup for residences and businesses.	1
Roadway Maintenance	Maintenance and preservation of roadways, including the right of way.	1
Maintenance and repair of Village equipment	Maintenance and repair work on all Village vehicles and equipment.	1
DPW Administration	Ensures the delivery of public works services through the management and supervision of DPW employees.	1
Public notifications	Public notifications and other essential communication, including emergency notifications and notices of meetings and other Village business.	1

Processing of payroll	In-house staff process payroll and perform all tasks associated with paying employees on a bi-weekly basis which is required by CBA's and board policy.	1
Information Technology-wynnetWORKS Contract	Village-wide information technology support needs to be available throughout the course of any event that disrupts normal operations.	1
Public meetings	Public meetings include preparation and proper notification for such meetings. Public meetings are essential to maintain basic functions of Village government including Planning Board and Zoning Board.	2
Accounts payable	In-house staff processes all invoices for payment. The process may be delayed but must occur on a regular monthly basis.	2
General accounting & bank reconciliation	The Village must maintain proper accounting of finances throughout an event. May be delayed due to staff shortages and/or other urgent reasons.	2
Village Parks	Safety, cleanliness, and upkeep of all parks in the Village.	3
Akron Electric	Keep infrastructure secure and working to provide power to each ratepayer in our service area.	1
Akron Water Plant	Keep infrastructure secure and working to provide clean drinkable water to our ratepayers in the service area.	1
Akron Sewer Plant	Keep infrastructure secure and working to provide transmission of solid waste from the homes and businesses in our service area to the Treatment Plant.	1
Village Board Meetings	Maintain two meetings per month to approve the payment of bills and other important items that need to be addressed. May be done virtually. (Zoom, Go to Meeting)	1
Planning Board, Zoning Board Meetings	Meetings will be scheduled as needed and can be done via virtually. (Zoom, Go to Meeting)	2
Cleaners – RJS Janitorial Contract	Clean the Village Office as scheduled. (Note the DPW is cleaned by an Independent Cleaner paid by the Village and Town jointly)	

Essential Positions

Each essential function identified above requires 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.

Essential Function	Essential Positions/Titles	Justification for Each
Police Calls for Service	<ul style="list-style-type: none"> Police Chief Police officers Clerk 	<ul style="list-style-type: none"> -Police Chief oversees and supervises all Police operations. -Police officers perform road patrol and deter and investigate crime for a set number of hours. -Clerks support all department day-to-day operations.
Fire Operations	<ul style="list-style-type: none"> All firefighters 	<ul style="list-style-type: none"> -Provide public safety services to the community -AFC has their own Infectious Disease Policy

Ambulance Operations	<ul style="list-style-type: none"> • Twin City Contract 	<p>-Provide public safety services to the community and transportation to proper medical facility.</p>
Sanitation	<ul style="list-style-type: none"> • Modern Disposal Contract 	<p>-Supervisor manages and dispatches crews and responds to complaints -Drivers operate the vehicles -Laborers load the vehicle</p>
Roadway Maintenance	<ul style="list-style-type: none"> • Public Works Mgr. • Laborers • DPW Secretary 	<p>-Public Works Manager manages and dispatches crews and responds to complaints of Village roads. - Laborers operate machinery and perform work. -Secretary provides support to operations.</p>
Maintenance and repair of DPW Village equipment	<ul style="list-style-type: none"> • Public Works Mgr. • Labors 	<p>-Public Works Manager manages and dispatches crews and responds to complaints. -Laborers maintain and repair vehicles and equipment when able.</p>
DPW Administration	<ul style="list-style-type: none"> • Public Works Manager • DPW Secretary 	<p>-Public Works Manager oversees all DPW operations and manages the workforce. -DPW Secretary supports all operations.</p>
Public notifications	<ul style="list-style-type: none"> • Clerk • Mayor 	<p>-Public notices required by law need to be sent to newspaper and published on website. -Village also may have need to send out emergency communications to staff and public. - Village Clerk responsible for public notices and posting to the Village website. -Mayor and Village Clerk assist and approve internal and external communications.</p>
Processing of payroll	<ul style="list-style-type: none"> • Village Treasurer • Department heads 	<p>-Village Treasurer performs the payroll process. -Department heads approve department payroll. -Village Treasurer /Village Clerk approves payroll.</p>
Information Technology	<ul style="list-style-type: none"> • Village IT Consultant wnyneWORKS 	<p>-IT consultant must be available to support all essential operations during an event which disrupts normal operations</p>
Public meetings	<ul style="list-style-type: none"> • Village Clerk • Board of Trustees 	<p>-Public meetings either in person or virtual need to occur. Clerk is responsible for meeting preparation. -Board of Trustees is responsible for meeting and setting policy and making decisions affecting the Village.</p>
Accounts payable	<ul style="list-style-type: none"> • Village Deputy Clerk/Treasurer • Village Treasurer • Village Board 	<p>-The Village receives invoices which must be paid on a monthly basis at a minimum. -Deputy Clerk/Treasurer is responsible for AP duties. -Village Treasurer is responsible for assisting and supporting AP duties. -Village Treasurer approves payments. - Village Board approves abstract of bills.</p>

General accounting & bank reconciliation	<ul style="list-style-type: none"> • Village Deputy Clerk • Village Treasurer 	<p>-Journal entries are required for all financial transactions, can be done on a weekly or monthly basis. Bank reconciliations should be completed on a monthly basis.</p> <p>- Village Treasurer can do all necessary journal entries and Village Deputy Clerk does bank reconciliations.</p> <p>-Village Treasurer approves journal entries and bank reconciliations.</p>
Village Parks	<ul style="list-style-type: none"> • Public Works Manager • Laborer 	-Public Works Manager establishes all priorities for Village parks. Laborers perform all tasks. Quantity of staff depends on seasonal needs and duties.
Akron Electric	<ul style="list-style-type: none"> • Electric Foreman • Lineman • Meter Reader 	Foreman establishes the priorities and schedules work. Perform electrical work as assigned. Reads meters for Electric and Water ratepayers.
Water Plant	<ul style="list-style-type: none"> • Water Plant Operators 	Responsible for all operations of the water plant.
Sewer Plant	<ul style="list-style-type: none"> • Sewer Plant Operators 	Responsible for all operations of the sewer plant.
Village Board Meetings	<ul style="list-style-type: none"> • Mayor, Trustees • Village Attorney • Village Clerk • Village Treasurer • Dept Heads 	Attend scheduled meetings which may be held virtually if necessary.
Planning Board & Zoning Board	<ul style="list-style-type: none"> • Members of Planning & Zoning Boards 	Attend scheduled meetings which may be held virtually if necessary.
Cleaning Staff	<ul style="list-style-type: none"> • RJS Janitorial Contract 	Clean Village Hall as scheduled.

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.

Remote Work Protocols

The Village of Akron will implement remote work protocols when it may be beneficial to do so for the health and safety of our employees. Specifically, non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work by a Department Head or the Mayor
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties

Remote work will be authorized by the Mayor. Those able to perform their duties remotely will be supported by the Village's IT Company, wynetWORKS as needed. Those employees are as follows: Village Board Members, Village Clerk, Village Treasurer, Public Works Manager, Police Chief and Village Code Enforcement Officer.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village of Akron will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours by a Department Head, Village Clerk, or the Mayor

Should the Village of Akron determine that staggering shifts may be optimal for decreasing workplace density, the Village may also consider:

1. Having employees report to multiple and/or different worksites
2. Staggering employee breaks and lunches either at different times or different places so as to not combine groups of staggered employees
3. Limiting the frequency and use of common areas

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

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 Coronavirus 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. The Village will maintain a list of vendors who have regular access to PPE
 - b. Department Heads shall maintain a ready supply of PPE for their department based upon job duties at the work location
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 of Akron will maintain a stockpile of PPE within the Emergency Operation Center located at 50 John Street. The stockpile will be controlled by the Village Emergency Management Coordinator. Requests for PPE will be made by Department Heads to the Village Emergency Management Coordinator. The stockpile must contain masks, gloves, face shields, disposable gowns, sanitizer, and disinfectants. At least eight weeks of supplies must be maintained to support Village operations and essential functions carried out by essential personnel.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Village staff may become exposed and possibly infected by a communicable disease during a public health emergency event. Therefore, the Village desires to establish a protocol to address staff exposures that will be a guideline for ensuring the utmost health and safety of every employee.

Above all else, the Village of Akron will take into consideration, the guidance published by the CDC, NYS Department of Health, and Erie County Department of Health when making determinations on staffing and when addressing staff exposures. Based on the collective experience of the COVID-19 pandemic, it is understood that this guidance may change before, during, and after a public health emergency event. Thus, the protocol below represents a general approach to address staff exposures.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms.

Category A. An employee or contractor who is exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

1. Potentially exposed employees or contractors who are considered close contacts of someone who is confirmed infected may be required by local and/or state health department to quarantine or isolate for a specified amount of time.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The employee's Department Head, and the Village Clerk shall be notified of potential exposure.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
2. Essential employees may be permitted to continue work following potential exposure depending on current CDC/public health guidance.
 - a. Additional precautions may 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 should 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 guidance at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
- d. If at any time the employee exhibits symptoms, refer to category B below.
- e. The employee's Department Head, and the Village Clerk shall be notified of potential exposure.

Category B. An employee or contractor who 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 employee's Department Head, and the Village Clerk shall be notified of potential exposure.

Category C. An employee or contractor who has tested positive for the communicable disease that is the subject of the public health emergency:

- 1. Apply the steps identified in category B, above, as applicable.
- 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off and/or limited.
 - 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/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 in coordination with local and state health departments as applicable.
 - a. If an employee or contractor is confirmed to have the disease in question, the Department Head, Village Administrator, and the Mayor, 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 category A, as applicable, for all potentially exposed personnel.
- 4. The employee's Department Head and the Village Clerk shall be notified of infected employee.
- 5. The Village Clerk and Department Head shall be responsible to inform any employee who may have been exposed to personnel with a positive test.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will consider CDC/public health recommendations and

requirements and coordinate as deemed necessary with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces at the beginning and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents shall be cleaned daily and more frequently depending on usage.
 - b. Department heads shall assign person(s) responsible for cleaning and disinfecting of facilities and equipment under their responsibility.
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

The Village of Akron will consider the current Employee Leave per NYS & Federal Law. The laws are changing constantly so the current law in effect when the employee is seeking leave will be the one the Village considers.

Public health emergencies are extenuating and unanticipated circumstances in which Village of Akron is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon considering changes in law or regulation, as applicable.

It is our policy that employees of Village of Akron will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine and/or experiencing symptoms and seeking medical diagnosis or a bona fide need to care for an individual subject to quarantine or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and /or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials (in accordance with federal, state, or local orders or advice of a healthcare provider). This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be considered 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 Akron, and as such are not provided with paid leave time by the Village of Akron unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours, activities, and locations of each employee and contractor.

The Village of Akron intends to consider the NYS Department of Health and Erie County Department of Health guidance and recommendations on contact tracing efforts.

The Village will consider and determine which contract tracing measures are necessary.

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 and to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Village of Akron's essential operations. The Village Board of Trustees will decide if lodging arrangements are appropriate and necessary.