

Agenda

Village of Lansing Board of Trustees Meeting Online via Zoom Videoconferencing/Teleconferencing* March 15, 2021 @ 7:30pm

*If you are interested in attending the videoconference/teleconference meeting contact the Village Clerk to get the meeting link - clerk@vlansing.org. Pursuant to NYS Executive Order 202.1 the public does not have a right to attend the meeting in person. Pursuant to NYS Executive Order 202.15 no more in person meetings only videoconferencing, teleconferencing and/or other similar services.

7:30 Call to Order

**Anyone wishing to speak at tonight's meeting during the public comment period or during the Public hearings please give their name, address and organization, if any. Thank you.

Public Comment Period

Continue the Public Hearing on Proposed Local Law A (2021) Amendment of the Village of Lansing Code/Zoning Law to Rezone an Existing Portion of the Medium Density Residential District Located on Uptown Road to a High-Density Residential District

Planning Boards Recommendation

Tompkins County on GML-239 Review

Type I Action-Complete Full Environment Assessment Form (EAF)
SEQR Part II

Approval of March 1, 2021 Minutes

Continue Budget Discussions-Set Public Hearing for April 5, 2021

Consider Pandemic Operation Plan Required by NYS

Mayor's Comments

General Discussion

Adjournment

**VILLAGE OF LANSING BOARD OF TRUSTEES RESOLUTION FOR SEQR
REVIEW OF PROPOSED LOCAL LAW A (2021) ADOPTED ON MARCH 15, 2021**

Motion made by:

Motion seconded by:

WHEREAS:

- A. This matter involves consideration of the following proposed action: Amend the Village of Lansing Zoning Law and Zoning Map so as to re-zone a Medium Density Residential District (MDR), containing tax parcel #46.1-6-6.3 (Village of Lansing) and tax parcel 46.1-6-6.22 (Cornell University) into the High Density Residential District (HDR). The MDR District in question borders Uptown Road, tax parcel 46.1-6-6.11, and tax parcel 46.1-6-6.23 to the south, Uptown Road to the west, Route 13 to the north, and Warren Road, tax parcel #46.1-6-6.11, and tax parcel #46.1-6-6.23 to the east. The re-zoning of this MDR District is intended to allow for a favorable transition to a contiguous HDR District west of Uptown Road. The proposed re-zoning action is intended to be consistent with the Village Comprehensive Plan.; and
- B. On March 15, 2021, the Village of Lansing Board of Trustees, in performing the lead agency function for its independent and uncoordinated environmental review in accordance with Article 8 of the New York State Environmental Conservation Law - the State Environmental Quality Review Act ("SEQR"), (i) determined that the proposed action provided for herein is an Type I Action in accordance with SEQR; (ii) thoroughly reviewed the Full Environmental Assessment Form (the "Full EAF"), and any and all other documents prepared and submitted with respect to this proposed action and its environmental review; (iii) completed its thorough analysis of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c); and (iv) completed the Full EAF Part II; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

OPTION 1

1. The Village of Lansing Planning Board, based upon (i) its thorough review of the Full EAF, Part 1, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review [including any Visual Environmental Assessment Form deemed required, and comments and recommendations, if any, provided by the Tompkins County Department of Planning in accordance with General Municipal Law Sections 239-1 and 239-m], (ii) its thorough review of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c), and (iii) its completion of the Full EAF, Part II, including the findings noted thereon (which findings are incorporated herein as if set forth at length), hereby makes a negative determination of environmental significance ("**NEGATIVE DECLARATION**") in accordance with SEQR for the above referenced proposed action, and determines that an Environmental Impact Statement will not be required; and
2. The Responsible Officer of the Village of Lansing Planning Board is hereby authorized and directed to complete and sign as required the Full EAF, Part III confirming the foregoing **NEGATIVE DECLARATION**, which fully completed and signed Full EAF shall be attached to and made a part of this Resolution.

Or

OPTION 2

1. The Village of Lansing Planning Board, based upon (i) its thorough review of the Full EAF, Part I, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review [including any Visual Environmental Assessment Form deemed required, and

comments and recommendations, if any, provided by the Tompkins County Department of Planning in accordance with General Municipal Law Sections 239-1 and 239-m], (ii) its thorough review of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c), and (iii) its completion of the Full EAF, Part II, including the findings noted thereon (which findings are incorporated herein as if set forth at length), hereby makes a positive determination of environmental significance ("POSITIVE DECLARATION") in accordance with SEQRA for the above referenced proposed action, and determines that an Environmental Impact Statement will be required; and

2. The Responsible Officer of the Village of Lansing Planning Board is hereby authorized and directed to complete and sign as required Full EAF, Part III, confirming the foregoing POSITIVE DECLARATION, which fully completed and signed Full EAF shall be attached to and made a part of this Resolution.

The vote on the foregoing motion was as follows:

VILLAGE OF LANSING BOARD OF TRUSTEES

RESOLUTION #_____ - To Adopt Proposed Local Law A As Local Law 3 (2021)

WHEREAS:

A. This matter involves consideration of the following proposed action: Adoption of Proposed Local Law A (2021), to be designated Local Law 3 (2021) upon adoption, to Amend the Village of Lansing Zoning Law and Zoning Map so as to rezone a Medium Density Residential District (MDR), containing tax parcel #46.1-6-6.3 (Village of Lansing) and tax parcel 46.1-6-6.22 (Cornell University) into the High Density Residential District (HDR). The MDR District in question borders Uptown Road, tax parcel 46.1-6-6.11, and tax parcel 46.1-6-6.23 to the south, Uptown Road to the west, Route 13 to the north, and Warren Road, tax parcel #46.1-6-6.11, and tax parcel #46.1-6-6.23 to the east. The rezoning of this MDR District is intended to allow for a favorable transition to a contiguous HDR District west of Uptown Road. The proposed rezoning action is intended to be consistent with the Village Comprehensive Plan; and

B. The Village of Lansing Planning Board has (i) performed a review of the proposed action, and (ii) referred such proposed action to the Village of Lansing Board of Trustees with a recommendation for approval; and

C. On February 1, 2021, the Village of Lansing Board of Trustees preliminarily discussed the purposes and intent of Proposed Local Law, and thereupon scheduled a public hearing for March 1, 2021; and

D. On March 1, 2021, the Village of Lansing Board of Trustees held a public hearing regarding this proposed action, and thereafter discussed and reviewed (i) Proposed Local Law, (ii) all other information and materials rightfully before the Board, and (iii) all issues raised during the public hearing and/or otherwise raised in the course of the Board's deliberations; and

E. On March 15, 2021, the Village of Lansing Board of Trustees, in performing the lead agency function for its independent and uncoordinated environmental review in accordance with Article 8 of the New York State Environmental Conservation Law - the State Environmental Quality Review Act ("SEQR"), (i) determined that the proposed action provided for herein is a Type 1 Action in accordance with SEQR; (ii) thoroughly reviewed the Full Environmental Assessment Form (the "Full EAF"), and any and all other documents prepared and submitted with respect to this proposed action and its environmental review; (iii) completed its thorough analysis of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c); and (iv) completed the Full EAF Part II; and

F. On March 15, 2021, the Village of Lansing Board of Trustees completed its review of (i) Proposed Local, (ii) all other information and materials rightfully before the Board, and (iii) all issues raised during public hearing and/or otherwise raised in the course of the Board's deliberations;

- **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Village of Lansing Board of Trustees hereby adopts the attached Proposed Local Law A (2021) to be designated Local Law 3,

Trustee _____ moved to adopt Local Law A (2021). Trustee _____ seconded the motion. A vote was taken:

Mayor Don Hartill – Aye/Nay

Deputy Mayor Ronny Hardaway – Aye/Nay

Trustee Randy Smith – Aye/Nay

Trustee Simon Moll – Aye/Nay

Trustee Patricia O'Rourke – Aye/Nay

The motion was therefore declared to be GRANTED/REJECTED.

PROPOSED LOCAL LAW A (2021)

AMENDMENT OF THE VILLAGE OF LANSING CODE/ZONING LAW TO REZONE AN EXISTING PORTION OF THE MEDIUM DENSITY RESIDENTIAL DISTRICT LOCATED ON UPTOWN ROAD TO A HIGH-DENSITY RESIDENTIAL DISTRICT

Be it enacted by the Board of Trustees of the Village of Lansing as follows:

SECTION I. PURPOSE AND INTENT.

The purpose and intent of this Local Law is to amend the Village of Lansing Zoning Law and Zoning Map so as to re-zone a Medium Density Residential District (MDR), containing tax parcel 46.1-6-6.3 (Village of Lansing) and tax parcel 46.1-6-6.22 (Cornell University) into the High Density Residential District (HDR). The MDR District in question borders Uptown Road, tax parcel 46.1-6-6.11, and tax parcel 46.1-6-6.23 to the south, Uptown Road to the west, Route 13 to the north, and Warren Road, tax parcel 46.1-6-6.11, and tax parcel 46.1-6-6.23 to the east. The re-zoning of this MDR District is intended to allow for a favorable transition to a contiguous HDR District west of Uptown Road. The proposed re-zoning action is intended to be consistent with the Village Comprehensive Plan.

SECTION II. AMENDMENTS.

The Village of Lansing Zoning Law and Zoning Map are hereby amended so as to re-zone a Medium Density Residential District (MDR), containing tax parcel 46.1-6-6.3 (Village of Lansing) and tax parcel 46.1-6-6.22 (Cornell University) into the High Density Residential District (HDR). The MDR District in question borders Uptown Road, tax parcel 46.1-6-6.11, and tax parcel 46.1-6-6.23 to the south, Uptown Road to the west, Route 13 to the north, and Warren Road, tax parcel 46.1-6-6.11, and tax parcel 46.1-6-6.23 to the east.

SECTION III. SUPERCEDING EFFECT.

All local laws, resolutions, rules, regulations and other enactments of the Village of Lansing in conflict with the provisions of this local law are hereby superseded to the extent necessary to give this local law full force and effect.

SECTION IV. VALIDITY.

The invalidity of any provision of this local law shall not affect the validity of any other provision of this local law that can be given effect without such invalid provision.

SECTION V. EFFECTIVE DATE.

This Local Law shall be effective ten (10) days after publication and posting as required by law, except that it shall be effective from the date of service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

Pandemic Operations Plan
To Be Adopted March 15, 2021

Purpose

On Labor Day, September 7, 2020, New York State Governor Cuomo signed legislation which requires public employers to create a Pandemic Operations Plan by April 1, 2021 (S8617B/A10832). This new law is intended to protect employees and contractors in the event of another public health emergency declaration involving a communicable disease in New York State.

Nothing in this Plan may impede, infringe, diminish or impair the rights of a public employee or employer under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collectively bargaining agreements. We are simply meeting the intent of this law.

Scope

This Plan was developed exclusively for and is applicable to the Village of Lansing. 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.

Situational 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 accordance with amended laws to support continued resilience for a continuation of the spread of this disease and for other infectious diseases which may emerge in the future and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our essential operations. The fundamentals of reducing the spread of infection include:

- Wearing of mask covering both nose and mouth as recommended by CDC or Health Department
- 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
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

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 expects us to maintain a level of 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 affected, 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 affected 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

Mission Essential Functions

When confronting events which disrupt normal operations, the Village of Lansing 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 the public
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Lansing

The Village of Lansing 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 /Non-essential Positions

Essential workers are defined as any position that must be performed on site to operate effectively. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely.

The following positions are considered essential:

- Mayor-Will be the Emergency Manager
- Department of Public Works Working Supervisor- coordinate Department of Public Works operations, public safety, maintain essential infrastructure, snow plowing, respond to emergencies (Can also work remotely)
- Department of Public Works Motor Equipment Operators (MEO’s)-public safety, maintain essential infrastructure, snow plowing, respond to emergencies
- Clerk/Treasurer -Provides access and availability of funds to establish and maintain operations and purchasing. Maintain operations for tax collection, accounts payable and receivable and payroll (can also work remotely)

- Code & Zoning Officer- Required for life safety issues of essential businesses (can also work remotely)
- Electrical Inspector-Required for life safety issues of essential businesses

The following positions are considered non-essential employees who can work remotely if such is approved by the Mayor:

- Part-Time positions-Fire Inspector and Part Time Clerk
- Boards and Committees
- Award Contractor (example: outside contractors, accountant, attorney, engineer)
- Volunteers

Reducing Risk Through Remote Work and Staggered Shifts

By assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding in the Village office and garage.

Working Remotely

Employees who are able to accomplish their functions remotely will be facilitated.

Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary office supplies
 - c. Access to VPN and/or secure network drives
 - d. Printers
 - e. A solution for telephone communications which may include cell phones or having phone lines forwarded to off-site staff
 - f. Mail to be picked up by Clerk/Treasurer or another staff member if necessary

On Location Working

Each employee working at the Village Office will have separate Offices. The doors to the building will remain locked and visitors can visit by appointment only if necessary. If visitors come to the office, they should remain in the conference room and be listed on the Contact Tracing Log. The log will include the date, time, visitors name and reason for visit.

Staggered Shifts

To reduce exposure, the Village may provide staggered work schedules for DPW to the extent possible. 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 Lansing 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

Meetings

All Board and Committee meetings will take place via ZOOM or by other videoconference/ teleconference as long as it is allowed by State Law. These meetings will be open to the public, recorded and transcribed. Staff may also conduct videoconference/ teleconference meetings which are not required to be recorded.

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 will be provided by the Village of Lansing. PPE which may be needed can include:

- Masks
- Eye Protection
- Gloves

Enough PPE will be on hand for 2-3 weeks of use for all of the Village staff. PPE will be stored in the Clerk/Treasurers office closet in the administration building. In addition, the Highway Garage PPE will be stored in the restroom cabinet given the various work hours they will likely have. PPE will be distributed by department heads. Emergency purchasing protocol will be done if necessary. This may also be provided at the County, State or Federal Level.

Note that while cleaning supplies are not PPE, there is a serious 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.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are 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 of that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Mayor must be notified and is responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will 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 unless able to isolate in one’s office.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. If at any time they exhibit symptoms, refer to item B below.
 - d. The Mayor is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of a communicable disease that is the subject of a 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 Village of Lansing will **not** require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever **without the use of fever-reducing medications**. If the disease in question is other than COVID-19, other public guidance shall be referenced.
 6. The Mayor must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be thoroughly cleaned.
 - 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:
 - a. If an employee or contractor is confirmed to have the disease in question, 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 item A, above, as applicable, for all potentially exposed personnel.
 4. The Mayor must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

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

1. Unless it is impossible, employees and contractors will clean their own workspaces. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Leave

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

It is our policy that employees of the Village of Lansing 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 (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Village of Lansing will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), 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. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Village of Lansing will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Village of Lansing, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to work effectively remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

If an employee is unable to use their PTBA time during the health emergency, they will be able to carry over the time for an additional year after the emergency is over.

Contractors and all others, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Lansing, and as such are not provided with paid leave time by the Village of Lansing, unless required by law. Only bona fide employees of the Villa56rtfdge are to be provided paid leave time.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the Village of Lansing to support contact tracing within the organization and may be shared with local public health officials.

All hours and work locations will be recorded by paper-based logging. All information will be filed and monitored by the Clerk/Treasurer.

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 to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Lansing essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Lansing will coordinate with the Tompkins County Health Department and Tompkins County Emergency Management office to help identify and arrange for these housing needs. The Mayor shall be responsible for coordinating these efforts.

Administrative Requirements

Finalized plans are not required to be file with the State but should be published in a conspicuous location for personnel to access. The Village of Lansing will add a reference to this Plan in the Employee Handbook and this Plan will be placed in the Village of Lansing Policies and Procedures Book located in the Clerk/Treasurers office. It will initially be emailed to all employees.

The Planning Team consisted of the Mayor and Department Heads. This plan has been reviewed by the Village Attorney and final approval was done by the Board of Trustees on March 15, 2021 by resolution # . The Plan will be reviewed annually.