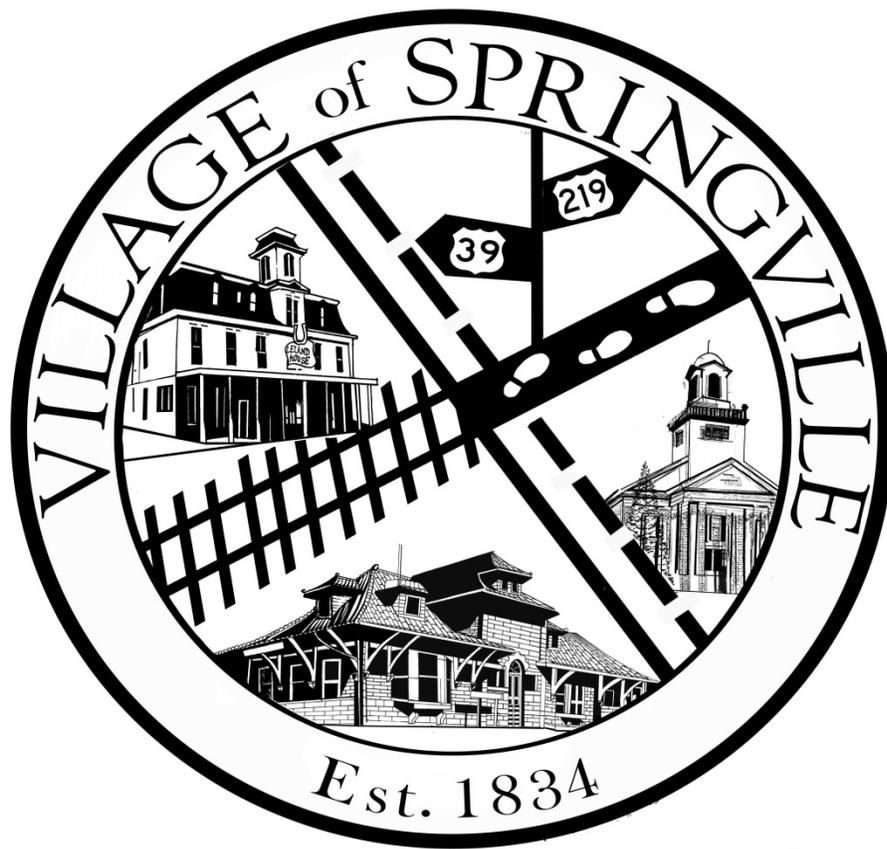


Public Employer Health Emergency Plan for Village of Springville



March 1, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with 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.

This plan has been developed with the input of SEIE Local200 United, 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.

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As the authorized official of the Village of Springville, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with 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: March 1, 2021

By: William J Krebs

Signature: _____

Title: Mayor

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 accordance with 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 Village of Springville. 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 accordance with 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 use [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
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

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 Springville, their designee, or their 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 Village of Springville shall be notified by written copy and public notice posting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Plan will be posted on the village web page for view by the public and other interested parties. The Administrator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of Village of Springville, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of Village of Springville, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Village of Springville 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
5. Uphold the core values of Village of Springville

The Village of Springville 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 Springville have been identified as:

Essential Function	Description	Priority
Information Technology- WNY Consulting & Enhanced Communications– outside vendors	Provides all hardware and software for the village. Maintains the village offices network and phone systems.	1
Electric Power Supply to Ratepayers	Keep infrastructure secure and working to provide power to each ratepayer in our service area.	1
Meter Reading – Electric & Water	Read the meters each month for the invoicing of electric, water and sewer	1
Service Orders – Electric & Water	Perform the work on the service order for electric & water accounts. Get readings when ratepayers move in or out, repair infrastructure and install new service	2
Water Supply	Keep infrastructure secure and working to provide clean drinkable water to our ratepayers in the Village water system	1
Water Supply – flush lines	Flush lines three times a year – two weeks at a time – April, July & Oct	2
Water Supply – Samples	Taking of samples for testing by DOH and reports to DOH	1
Sewer System	Keep infrastructure secure and working to provide transmission of solid waste from the homes and businesses to the WWTP	1
Sewer System – Lift Stations	Check and maintain village lift stations	2
Sewer System - pipes	Camera sewer lines after they have been flushed	3
WWTP	Keep infrastructure secure and working to provide treatment and disposal of solid waste from the sewer lines to WWTP to sludge	1
WWTP - samples	Taking of samples for testing by DOH and reports to DEC	1

Police	Protect and serve residents and visitors.	1
Police – Community Policing Functions	Walk downtown, SHOP w/a Cop, Cones for Kindness, Walk the school halls, attend community functions	2
Fire & EMS	Provide fire protection & basic life support functions through the firefighters and EMS personnel to protect & assist village residents and visitors.	1
Fire & EMS – training	Provide training at monthly meetings & for new members	2
Maintain Streets	Keep streets located in the village free from snow, ice, debris and potholes to allow emergency personnel and others to maneuver safely around the village.	1
Streets – drainage	Clean out DI's and holding tanks for storm water	2
Streets – parks & mowing	Mow village properties and parks, keep parks clean & garbage picked up	2
Control Center	Provide EMS and Fire Dispatch for emergencies that are in the village boundaries and fire protection area	1
Village Office	Provide utility payment services, building and other permits, garbage stickers to rate payers, residents and visitors.	2
Village Office	Payroll and Accounts Payable functions	1
DPW Admin Office	Guidance and coordination of public work functions	1
Court	Provides court services via guidance from OCA	2
Village Board Meetings	Maintain at least one meeting a month to allow for the payment of invoices and mandatory items that need to be addressed	1
Planning Board, Zoning Board & HPC Meetings	Meetings will only be scheduled if there are items on the agenda for the PB, ZBA & HPC	2
Cleaning Staff	Clean the village offices, DPW offices and 65 Franklin St as scheduled	1

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
Information Technology	<ul style="list-style-type: none"> WNY Consulting Enhanced Communications 	Remote work unless physical equipment is needed at job location.
Electric Power Supply	<ul style="list-style-type: none"> Electric Dept Leadman Lineworkers Meter Reader/Laborer 	Leadman establishes the priorities and schedules work Perform electric work as assigned Reads ratepayers accounts, completes work orders and submits info to village office for accounting aspect.
Water Supply	<ul style="list-style-type: none"> Plant Operator Laborers 	Responsible for daily operation of plant and readings Flushing of lines, meter readings, repairs
Sewer System	<ul style="list-style-type: none"> Plant Operator 	Responsible for daily operation of sewer pump stations and lines

	<ul style="list-style-type: none"> • Laborers 	Flushing of lines, camera work on lines, check lift stations
WWTP	<ul style="list-style-type: none"> • Plant Operator(s) 	Responsible for daily operation of plant and readings
Police	<ul style="list-style-type: none"> • Officer in Charge-OIC • Police Officer PT 	Schedules Police Officers, prepares payroll for processing, handles correspondence and grants Patrols the village streets, performs community policing functions
Fire & EMS	<ul style="list-style-type: none"> • Fire Chief • Asst Chiefs • Volunteer Firefighters 	Manages the daily operations of the volunteer fire dept Assists the Chief with dept duties Provide EMS & Fire support for the dept
Maintain Streets	<ul style="list-style-type: none"> • Leadman • Motor Equipment Operators • Laborers 	Schedules the daily work and where each crew will go Drive vehicles, perform brush pickup, patching, paving and other laborer work as assigned Perform laborer work as assigned
Control Center	<ul style="list-style-type: none"> • Senior Dispatcher • Dispatchers 	Maintains schedule, training and daily running of control center Dispatch 911 calls for EMS and Fire
Village Office	<ul style="list-style-type: none"> • Village Administrator • Deputy Clerk 	Coordinates the daily activities of the village office, liaison to the board and public, financial duties, accounting and grant activities Processes AP, takes minutes at board meetings, handles village tax prep and purchasing. Remote work for some staff as determined by job function and time of year.
Village Office	<ul style="list-style-type: none"> • Code Enforcement Officer 	Defends the village code, authorizes permits, performs fire inspections. Remote work possible except for inspections.
Village Office	<ul style="list-style-type: none"> • Junior Accountant 	Processes payroll, electric fixed assets, general accounting duties. Remote work possible.
Village Office	<ul style="list-style-type: none"> • Account Clerks 	Collect monthly utility invoices, prepare monthly invoices for electric, water and sewer charges, Secretary for PB, ZBA and HPC, answer phones and front counter. Remote work possible if village office is closed to public.
DPW Admin	<ul style="list-style-type: none"> • Superintendent of Public Works • Senior Clerk 	Coordinates the daily activities of the public works depts-streets, electric, water-sewer and WWTP. Prepares reports and invoice submissions at the direction of the Superintendent. Remote work is possible.
Court	<ul style="list-style-type: none"> • Judge • Acting Justice • Court Clerks 	Handle traffic tickets and fines. Court cases. Reporting to OCA who decides if remote work is available.
Village Board Meetings	<ul style="list-style-type: none"> • Village Board – Mayor & Trustees • Administrator • Deputy Clerk • Dept Heads • Public 	Remote meetings are possible.
Planning, Zoning & HPC Meetings	<ul style="list-style-type: none"> • Planning Board 	Remote meetings are possible

	<ul style="list-style-type: none"> • Zoning Board of Appeals • Historic Preservation Board • Public 	
Cleaning Staff	<ul style="list-style-type: none"> • Cleaner • Caretaker 	Clean Village Office, DPW office and 65 Franklin St. Must be present to clean offices.

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 and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. 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 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 offered to the following positions: Laptops are assigned or available for each position. Duration not to exceed two weeks unless extended by the Village Administrator and Mayor.

Village Mayor
Village Trustees
Village Administrator
Deputy Clerk
Code Enforcement Officer
Junior Accountant
Account Clerks
Superintendent of Public Works
Senior Clerk
Officer in Charge

Each position will be assigned a laptop to use for email and work functions if assigned to work remotely. Dept head will assign work to be performed during the two week period. Prolonged remote work needs the Village Administrator and Mayor's approval. Work assigned laptop will not be used for personal use. Mayor & Trustees are assigned a laptop to use for village business along with headphones. Dept heads and employees with village provided cell phones or reimbursements will have their cell number given out for village business. Daily check in with dept head is required via email or phone call. Appointed Boards may meet only when necessary either in person with staggered and limited seating or virtually and remotely from their homes.

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, Village of Springville 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

Superintendent of Public Works and the Village Administrator will decide if and when staggered shifts will be used for the public work employees. Depending on the department and time of year, the staggering of the shifts will occur with ½ the staff working one day and then off the next day, repeating during two week pay period.

Police officers, control center personnel and cleaners already work one person at a time so staggered shifts will not apply.

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
- Tyvek suits for Fire & EMS personnel

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. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
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

PPE will be stored at the Village Office for distribution to the village departments. The goal is to maintain two months of PPE on hand with suitable vendors to order from. EC Emergency Management will be used as a last resort if the village is unable to purchase PPE required due to national or global shortage. Access to PPE is handled by making a request to the Village Administrator or her designee for supplies. A supply taken list will be used with every distribution. The Village Administrator, with input from dept heads, will be responsible for monitoring and maintaining adequate stock of PPE. The vendor list will be updated by the Deputy Clerk and Emergency Manager. PPE will be maintained at a two month supply.

Staff Exposures, Cleaning, and Disinfection

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 with 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. Department heads are to be notified immediately when there is an exposure or positive case of a communicable disease. The department head will notify the Village Administrator.
 - 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.
 - b. In-person interactions with the subject employee or contractor will 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 protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. Department heads will decide along with the Village Administrator if the critical employee is allowed in the work area as long as CDC guidelines are followed.

Critical infrastructure in the Village of Springville are the utilities – electric, water-sewer, WWTP and the police and fire.

- B. If an employee or contractor 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. Village of Springville 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, CDC and other public guidance shall be referenced.
 6. Department heads are to be notified when a positive or symptomatic employee is returning to the work place. Department heads will notify the Village Administrator.
- 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 closed off.
 - 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, department head or Village Administrator 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 department heads and Village Administrator are responsible for making sure close contacts of positive personnel are notified of possible exposure.

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. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Cleaning personnel exist at 65 Franklin, 5 W Main St and 30 Nason on a limited basis.
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 Springville will follow 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 follows.

Public health emergencies are extenuating and unanticipated circumstances in which Village of Springville 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 changes in law or regulation, as applicable.

It is our policy that employees of Village of Springville 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.

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.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Village of Springville, and as such are not provided with paid leave time by Village of Springville, unless required by law.

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, off-site visits. This information may be used by Village of Springville to support contact tracing within the organization and may be shared with local public health officials.

Time sheets and daily sheets will be used to determine if an employee worked on a particular day. Service orders and electric work orders will also be used to document where an employee was on a particular day.

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 Village of Springville's 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, Village of Springville will coordinate with the Village's Emergency Manager to help identify and arrange for these housing needs. The Village Administrator will be responsible for coordinating this along with the employee's department head.