

## Contingency Plan of Global Health Crisis

In the event of a global health crisis involving a communicable disease, the Village of Cuba institutes the following plan:

- All Department of Public Works employees shall be deemed essential.
- All Water and Waste Water Treatment Operators shall be deemed essential.
- The Mayor shall be deemed essential.
- 50% of office staff will work in the office, and 50% shall work remotely.
- All Board members shall work remotely.
- The Village shall provide Personal Protective Equipment for all employees working in the field.
- A minimum of one month's inventory of Personal Protective Equipment will be stored at the Village Office.
- If an employee is exposed to disease, he or she will be isolated as per Board of Health recommendations
- Compensation and benefits for isolated employees shall be consistent with Center for Disease Control (CDC) guidance.
- Documentation of hours and work locations for essential employees shall continue as per current practices.
- Names of all visitors to any Village building will be logged.
- A log of regular cleaning and the items included will be maintained.
- A secure drop box will be provided for mail and deliveries to all Village properties.
- Plexiglass barriers will be used outside the Village office counter if the office is open.
- Call forwarding may be used for employees working remotely.