

Public Employer Health Emergency Plan

for the:

Town of Clay

March 15, 2021

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

Town Board Approval: 3/15/2021; 3/7/2022; 3/6/2023

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 Teamsters Local 317, 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.

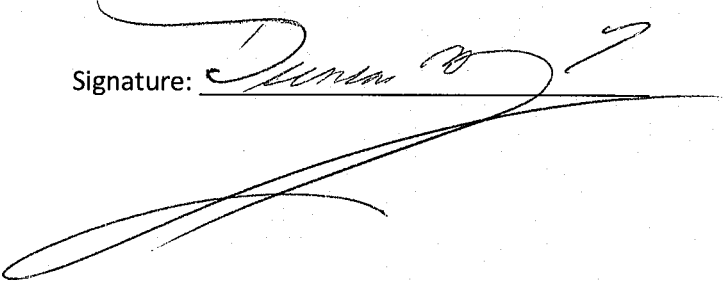
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Clay, 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:

By: Damian M. Ulatowski

Title: Supervisor, Town of Clay

Signature: 

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope.....	4
Situation Overview.....	4
Planning Assumptions.....	4
Concept of Operations.....	5
Mission Essential Functions	5
Essential Positions.....	7
Reducing Risk Through Remote Work and Staggered Shifts	8
Remote Work Protocols.....	8
Staggered Shifts	8
Personal Protective Equipment	9
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	12
Employee and Contractor Leave.....	12
Documentation of Work Hours and Locations	13
Housing for Essential Employees	13

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 is developed exclusively for and is applicable to the Town of Clay. 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 visitors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020, the World Health Organization (WHO) declared a pandemic for the novel coronavirus, which causes the COVID-19 severe acute respiratory syndrome. This plan is 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 visitors is crucial to maintaining our mission essential operations. We encourage all employees and visitors 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 is developed based on information, best practices, and guidance available as of the date of publication and 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 visitors, 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 mission essential to 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 Supervisor of the Town of Clay, 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 Supervisor.

Upon the determination of implementing this plan, all employees of the Town of Clay shall be notified electronically or by telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis to employees from their Department Head. Residents of the Town of Clay will be notified of pertinent operational changes by way of media, via local news channels, newspaper advertisements, exterior door postings, and the Town's website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Supervisor of the Town of Clay will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Clay, 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 Supervisor of the Town of Clay, 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, the Town of Clay is committed to ensuring that essential functions will continue even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, residents, and vendors.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of the Town of Clay.

The Town of Clay 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, residents, vendors, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function.
- Interdependency of one function to others.
- The recovery sequence of essential functions and their vital processes.

Priority one (1) identifies the most essential of functions, with priority four (4) identifying functions that are essential, but least among them.

The mission essential functions for the Town of Clay have been identified as follows:

Essential Function	Description	Priority
Communication	Inform television and radio news media of current information. Keep residents and staff updated. Overall oversight of residents and staff.	1
Assessment	Provide required assessments of properties, as obligated by NYS law with oversight to assessment rolls, grievance process, etc.	3
Accounting Control	Keep contractors/vendors paid, do pay vouchers, payroll for staff. All financial-related items to update continually.	2
Road Safety	Provide emergency road issues i.e. snowplowing. Drainage emergencies, park emergencies, mechanic shop duties.	1
Public Protection	Follow the Town's general plan; enforces Town code. Regulates zoning laws, ordinances, rules and regulations.	2
Tax Collection	Critical need for collection of residential and school taxes as regulated by NYS law.	3
Recordkeeping	Maintain accurate records of the Town, process all paperwork as required by NYS law.	3
Water Maintenance and Repair	Oversee entire Town of Clay water department and all emergency water issues for security of homes, roads, etc.	1

Essential Positions

Each essential function identified on the previous page requires certain positions on-site to operate effectively. 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
Supervisor's Office	<ul style="list-style-type: none"> Supervisor 	Oversees 60,000 residents, Volunteer Fire Departments, all municipal staff, and day-to-day operations/financials of the municipality. Overall safety of residents.
Assessor's Office	<ul style="list-style-type: none"> Assessor 	Data collector and appraiser of commercial, industrial agricultural, residential and vacant properties. Administers all exemptions, review and analyze sales data, manages the equalization rate and disseminates large volumes of assessment and tax related data to the public.
Finance Dept.	<ul style="list-style-type: none"> Deputy Comptroller Staff 	Day-to-day administration of the Town's financials, accounting functions, inclusive of accounts payable/receivable, payroll, cash management, general ledger, and financial reporting.
Highway Dept.	<ul style="list-style-type: none"> Highway Superintendent Deputy Highway Superintendent Working Foremen 	Maintains the daily operations and maintenance of 170 miles of Town-owned roads. Includes: road surfacing, snow plowing, paving, potholes, sweeping, mowing and ditches. Oversees all Highway staff. Overall safety of residents. Back-up to the Highway Superintendent and acting drainage foreman. Overall safety of residents. Responsible for paving, parks and mechanic shop. Overall highway safety of residents.
Planning & Codes Dept.	<ul style="list-style-type: none"> Commissioner of Planning Codes Officer(s) 	<p>Oversight of all aspects of the Department including management of staff, application of policies and regulations as well as of inspections to ensure adherence to and identification of violations of Town codes and ordinances.</p> <p>Provides protection of property and structures.</p>
Tax Receiver	<ul style="list-style-type: none"> Tax Collector 	Responsible for mailing out and collecting all property taxes in the Town of Clay. Including the Town & County Taxes, the North Syracuse Village Taxes and the School Taxes for any property which is wholly or partially in the Town.
Town Clerk's Office	<ul style="list-style-type: none"> Town Clerk 	Vital role of securing and preserving the public documents of the municipality. Responsible to know different laws, to review and understand documents as presented by citizens to show eligibility for various licenses and registrations.
Water Dept.	<ul style="list-style-type: none"> Water Superintendent Staff 	Responsible for all water emergencies, hydrants, installation and repair of mains and services. Overall water functions for safety of residents.

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 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
 - e. A solution for telephone communications .
 - i. Note that phone lines may need to be forwarded to off-site staff.

Remote work will be based upon the Department's needs and the Department Head will provide all assignments. To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that is adequate to perform their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to all meal and rest break and attendance schedules agreed upon in their Teamster's contract and in compliance with York State Law.
- The Town of Clay will assist in providing computer equipment and accessories, i.e. head phones, speakers, etc. as necessary. Employees may use their own equipment if preferable.
- Remote employees have full access to the Town of Clay's third party information technology vendor for assistance with computer(s), internet, connections, and other related-remote issues.

The Department Head is responsible for keeping in contact with their remote worker, via telephone, email, WEBEX, ZOOM or other streaming capability. Remote work does not change terms and conditions of employment.

Staggered Shifts

Implementing staggered shifts may be possible for employees performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, Department Heads 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 Town of Clay will ensure that employees are provided with their typical 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.

- Staggered shifts will be implemented by each Department Head.
- Shift hours will range between the hours of 8:30 a.m. - 4:30 p.m., Monday – Friday, no overtime.
- Emergency personnel in Highway, Water, and Codes will be required to work accordingly for the safety of the residents, overtime should be kept to a minimum.
- Staff will reduce to 50% in the office and 50% remote (as identified below).
- A schedule of personnel, hours, and days to be worked will be provided to the Supervisor of the Town of Clay, from each Department Head.
- Approval to change work hours and/or assignments will be authorized by each Department Head.

Following is a list of positions and the departments that will be considered for remote work:

Title	Department
Executive Assistant	Supervisor's
Information Aide	Supervisor's, Assessor's, Finance, Tax, Highway
Deputy Town Clerk	Town Clerk's
Assessment Clerk	Assessor's
Clerk I	Assessor's, Tax, Planning
Recreation Activity Specialist	Recreation
Sr. Coordinator	Recreation
Director	Recreation
Deputy Tax Receiver	Tax

Personal Protective Equipment

The use of PPE to reduce the spread of infectious disease is important to supporting the health and safety of our employees, residents and vendors. PPE, which may be needed include:

- Masks, Gloves, and Acrylic Face Shields

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, residents and vendors.

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 (2) pieces of each required type of PPE to each essential employee during any given work shift for at least six (6) 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 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 type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The Town of Clay Supervisor's Office and Highway Department will maintain a two (2) month supply of PPE inventory, accessible to staff. PPE will be kept in the Highway clerical office and front storage area. PPE will be kept in the Supervisor's office front office cabinet, labeled accordingly. The Town Supervisor and Highway Superintendent are responsible for monitoring and maintaining the stock.

Established vendors for procuring PPE are as follows:

- Share Corporation – 7821 No. Falkner Rd., Milwaukee, WI 53224 – Phone: (800) 776-7192
www.sharecorp.com
- Safety Source NE – 29 Gillespie Rd., Charlton, MA 01507 – Phone: (800) 225-3553
www.safetysource.com
- Charles Signs, Inc. – 7856 Gouguen Dr. Liverpool, NY 13090 – Phone: (315) 652-4306
www.charlessigns.com
- Oswego Industries, Inc. – 7 Morrill Place, Fulton, NY 13069 – Phone: (315) 598-3108
www.oswegoindustriesinc.org
- Staples, Inc. – 4118 St. Rt. 31, Clay, NY 13041 – Phone: (315) 715-0112
www.staples.com

Established vendors for procuring cleaning supplies are as follows:

- Share Corporation – 7821 No. Falkner Rd., Milwaukee, WI 53224 – Phone: (800) 776-7192
www.sharecorp.com
- Hercules Hardware – PO Box 240023, Milwaukee, WI 53224 – Phone: (800) 776-7039
www.hercules-hardware.com
- State Industrial Products – 5915 Landerbrook Dr., Mayfield Heights, OH 44124 – Phone: (440) 565-5556
www.stateindustrial.com
- Unifirst First Aid & Safety – 3499 Rider Trail So., St. Louis, MO 63045 – Phone: (314) 344-1100
www.greenguard.com
- Staples, Inc. – 4118 St. Rt. 31, Clay, NY 13041 – Phone: (315) 715-0112
www.staples.com

Established vendors for deep sanitizing are as follows:

- ASR Systems Group – 100 Commerce Blvd., Liverpool, NY 13088 – Phone: (315) 453-2000
www.asrsystemsgroup.com
- Oswego Industries, Inc. – 7 Morrill Place, Fulton, NY 13069 – Phone: (315) 598-3108
www.oswegoindustriesinc.org

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 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 (6) feet with that person):

1. Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 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 Town of Clay Supervisor 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, vendors and residents.
 - a. Additional precautions will include the requirement of the subject employee, 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 will be limited as much as possible.
 - c. Work areas in which the subject employee 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. The Town of Clay Supervisor is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed.
- B. If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency.
1. Employees who exhibit symptoms in the workplace should immediately be separated from other employees, residents and visitors. Those employees must be sent home immediately with a recommendation to contact their physician.
 2. Employees who exhibit symptoms outside of work should notify their Department Head 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 Town of Clay 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. The Town of Clay Supervisor must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee 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 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 exposures will be conducted.
 - a. If an employee is confirmed to have the disease in question, the Town of Clay Supervisor 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 employees.
4. The Town of Clay Supervisor 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. As possible, employees 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 will be disinfected at least hourly.
 - b. The Building Maintenance Crew Leader, along with the contracted custodial cleaning company, is responsible for cleaning common areas, and the frequency of such.
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 Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Clay is committed to reducing the burden on our employees, residents other visitors.

The *Families First Coronavirus Response Act* (FFCRA) 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 the Town of Clay will not be charged with leave time for testing. Employees will be provided with up to two weeks (75 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 Town of Clay will provide up to two weeks (75 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.

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.

Vendors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Clay, and as such are not provided with paid leave time by the Town of Clay, 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 to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Clay to support contact tracing within the organization and may be shared with local public health officials.

Department heads are required to keep track of their staff's hours, days worked, and any locations visited. Paper time records distributed by the Finance Department must be turned in on Monday of the pay week by 9:00 a.m. Employees should complete their own time record, however, Department heads may do so in the event of staggered shifts and remote work. The Finance Department also has responsibility to handle and manage completing reports and time records, when needed.

Staff that work off site for residential visits/issues must document locations visited, i.e. Codes Officer regarding a home violation.

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 Town of Clay'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, the Town of Clay will coordinate with the Onondaga County Emergency Management Department to help identify and arrange for these housing needs. The Supervisor of the Town of Clay is responsible for coordinating this.