

**Building Industry Employers
Business Operations
Manual/Plan for use during any
Pandemic**

March, 2020

The following policies, procedures and expectations will be put into place in the event the Building Industry Employers of NYS closes due to a Pandemic. Questions should be addressed to the CEO, Earl Hall.

Article I: Office Closure

In the event The Building Industry Employers of NYS, here in referred to as the Association, staff is not permitted to enter the Building (6563 Ridings Road, Syracuse, NY 13206) without the permission of the CEO. He will also alert staff when it is all clear to resume onsite business and staff will be permitted to return to the office at that time.

Article II: Working from Home

A. The Association continuity plan during this pandemic relies on employees' willingness to work from home. If an employee is able but chooses not to work from home, he/she will need to use PTO for the time that is missed.

B. Employees will be asked to use their personal electronic resources (computer, internet, phone) while working from home. If personal resources are unavailable, the Association will provide equipment for you.

If you do

not have at-home internet service, please inform the CEO of this ASAP.

C. Expectations: If an employee is working from home during the pandemic per the scenarios in Article VII, Section A, he/she agrees to the following:

- Minimum 2x daily video staff check-in (subject to change) with CEO
- Accept calls forwarded from his/her office number to their home or mobile phone
- Minimum 2x daily check of office voicemail
- Use of Slack during regular work hours to handle general intra-office work items

- Access to the network is to be used exclusively to perform the Association's business. The information contained on the Association's network is confidential and proprietary. Use of this information for purposes other than official Association business is strictly prohibited. Employees are asked to re-familiarize themselves with the Association's policies (listed in the employee handbook) related to the above-mentioned item.

Article IV: Phone Service

A. Phones will be programmed to automatically forward to the home or mobile device of individual staff members. Please let the CEO know if you need assistance setting this up.

B. When members and others call the office, they will receive a message listing all employee extensions. If they select a staff extension, they will be transferred automatically to that staff member's home or mobile device. They also have the option of leaving a message in the general voicemail.

- Staff will answer Association-related phone calls during regular business hours (8 a.m. – 5 p.m., Monday- Friday).
- Staff will check office voicemail at least twice a day

Article V: Mail and Packages

A. If the BIE remains open and depending on the circumstances as to why a staff member is working from home, essential mail may be dropped off by another staff member to that person, or scanned and emailed to them.

before returning to the office and may require clearance by a doctor or local authority before doing so. Staff members may be eligible to work from home and not deduct PTO during this time as per Article VII, section A.

Staff is encouraged to share itinerary details for personal travel with the Executive Director should that information be needed in case of an emergency.

Article VII: Staff Leave

During a pandemic, the following changes to our Paid Time Off (PTO) Policy will be in affect:

A. Staff will not need to use PTO in the following scenarios if they opt to work from home:

- Physical office is closed as precaution or under governmental order
- Closure of child's school or day care
- Have been exposed to a virus and are quarantined / in self-isolation and are able to work (notice from authority issuing directive required)
- Are ill, but able to work from home (doctor's note required)

B. PTO will need to be used in the following scenarios:

- An employee is able, but chooses not to work either in the office (if facility is open) or from home (due to office closure, or other scenarios listed in section A above)
- An employee is ill and unable to work
- An employee is caring for a family member and unable to work
- Any other circumstances in which an employee is unable to work

C. Staff members may also be eligible for and elect to take Paid Family Leave (PFL) if taking care of a family member with a serious health condition. If you want to take PFL, you must notify the CEO as soon as possible and complete the required paperwork.

Article VIII: Return to Work

- The CRM database is a web based application and can be accessed remotely.
- Financial operations may be impacted by the ability to receive mail. While there are plans in place to have mail delivered in some manner, this could be impacted by actions beyond our control (ie: mail service is halted or government orders mandatory quarantine for the populace.)

D. Member Services

- Staff has remote access to the Association's network, software, systems and social media pages and will work remotely.
- Multiple staff members are cross-trained on all aspects of member services
- The following events are tentatively scheduled. Staff will continue to monitor federal, state and local governments as well as the Department of Health and Centers for Disease Control to make on-going decisions as to whether the Association's events will be cancelled or rescheduled.

E. Administrative Services

- Staff has remote access to the Association's network, software, systems and social media pages and will work remotely.
- Multiple staff members are cross-trained on all aspects of administrative services

F. Labor Relations

- The CEO will handle all matters related to Labor Relations.
- In the event of a catastrophic event, referrals will be made to one or more of the following law firms:
 - Couch White, LLP (Joel Howard or Jennifer Harvey)
 - Sheats & Bailey, PLLC (Edward Sheats)
 - Blitman & King LLP (Charles Blitman)

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