

Temporary Policy to Protect the Health of Village Employees and the Community During the Coronavirus Outbreak

1. Introduction

This policy is intended as a temporary measure to set forth guidelines for the Village to follow during the Coronavirus outbreak, so to protect the health of Village employees, job contacts, and the Village community as a whole.

This policy is effective only for a temporary period as established by Village Council. The timeframe during which it is in effect will be established by Council with consideration to the guidelines and directives issued by the CDC, Ohio and local Departments of Health and the Governor of Ohio and other proper public health authorities.

As more is learned about the virus, the policy may be revised or rescinded at any time.

2. Travel, Group Meetings, Trainings and Conferences

During the period of the Coronavirus outbreak, and until there is no reasonable risk of exposure, the Village:

- a. is postponing or canceling all travel to conferences, trainings and meetings that involve large congregates of people. Employees will be notified when the travel restrictions are lifted.
- b. will not hold any meetings or activities that congregate large numbers of community members or Village employees together.

3. Employee Designations

As a preparatory measure, the Mayor and designees will classify employees under their respective authority as follows. Employees who are assigned to jobs that by the nature of their job duties:

- a. cannot be assigned to work from home. Examples include police and fire, road crews and other similar jobs.
- b. may reasonably be able to perform most or all job duties from home.

4. Regardless of Your Job:

If You're Ill

As a matter of standard policy at any time (not just during the period of the Coronavirus outbreak), you are expected to stay home from work when you are ill. Staying home from work allows you time to recover, while not risking the spread of illness to your coworkers and others.

Paid sick leave is provided to cover periods of sickness or vacation leave may be used when sick leave has been exhausted. FML may also be available if you are eligible and the condition is FML qualifying. The process for requesting sick leave, vacation leave and FML is included in this manual under the respective policies.

If You've Been Exposed To The Coronavirus

If you've been identified as having been exposed to the Coronavirus, but have not taken ill, you are required to follow the doctor's orders and public health official requirements.

Upon being notified that you have been exposed, you are not to return to work but rather are required to immediately contact your supervisor by phone, text or e-mail regarding the situation. The supervisor shall then contact the Mayor who will then approve you to work from home until the period of contagion is passed.

When working from home, you will be responsible for performing job duties, and to follow the terms and conditions specified in this policy.

While working from home, you are to regularly provide to the Mayor updates, when they are made available to you, regarding your health status. You are also required to submit any statements or information received from your physician or public health officials.

Information regarding your exposure and medical condition shall remain confidential, and will be shared with others only on a business need-to-know basis.

When the period of contagion has expired, you will be required to submit a statement from your doctor that confirms that you are medically able to return back to work in the Village without risk to yourself, or to others. Upon receipt, the Mayor will then approve you to resume working from the Village.

If You've Been Diagnosed With The Coronavirus

If you have been tested and diagnosed with the Coronavirus, you are required to follow the doctor's orders and the requirements of public health officials, including being quarantined to avoid spreading the virus to others.

During the period of illness, you may request and take accrued but unused sick leave. Should you not have accrued but unused sick leave to your credit, you may request to take available vacation leave to cover the period of absence. If you have no accrued sick leave or vacation leave to your credit, you may be eligible for FML. If not eligible for FML, you may request unpaid leave.

During the period of recovery and quarantine, you are not expected to perform any work on behalf of the Village but rather are expected to focus on your full recovery from the illness.

Upon your full recovery, you may return back to work upon submission of a doctor's statement to the Mayor that confirms that you can return without a health risk to yourself or to others.

5. Guidelines for Working From Home

If you are required to work from home, you are:

- a. expected to work all days and hours that you are normally scheduled to work.
- b. required to maintain and provide to the Mayor an accurate accounting of time actually worked. Time keeping is required of both exempt and non-exempt employees, and shall include specific times that the employee started and ended work each day, and actual start and stop times taken for breaks, non-work periods and meals.
- c. required to fulfill all job responsibilities to perform job duties to expected performance and quantity standards.
- d. accountable for ensuring that no other person, other than authorized persons have access to any confidential, sensitive or any business information or data stored in computers, cell phones or other devices.
- e. may request to use a Village laptop and other Village equipment while working at home, or may use your own electronic equipment. If you use your own equipment, you are solely responsible for its repair and replacement if necessary.
- f. to assure that any Village materials are kept in a designated work area in the home, without being accessible to others.
- g. expected to maintain the confidentiality of all passwords that access Village computers and other devices, or any personal devices that may approved to be used for business purposes
- h. expected to maintain regular communication with your supervisor as needed or requested, throughout the entire work day.
- i. expected to follow all of the terms and conditions of employment, job procedures, policies and practices,
- j. required to return to work from your normal work location when the period of contagion has expired.

The Mayor will ensure that you have the electronic and hard copy files available to you so you can be productive during the working at home period. Electronic files will be sent to your home electronically. Hard copy files, if they are needed, will be delivered to your home at the appointed

time. The person making the delivery shall not make personal contact with you to avoid being exposed, but rather will leave the materials at your front door or other location that your request.

Meetings with coworkers, community members or other persons shall be postponed until this policy is rescinded, or they may be held via video conferencing or by conference calls.

During the period that you are working from home, you will be covered by Workers' Compensation but only during work hours and while performing work responsibilities in the designated work area of your home. Your home workspace will be considered an extension of the Village's workspace. The Village assumes no liability for injuries that occur outside of your home workspace or outside your work hours.

6. Guidelines if You Are Assigned to Work in Your Normal Work Area

If the nature of your job requires to work at your normally assigned work area, you are expected to take all reasonable precautions to avoid the spreading the virus to coworkers and others. This includes regular hand washing and taking other precautions as are recommended by the Ohio and local Health departments, the CDC, Ohio's Governor, and other health authorities.

If you become ill while working on the job, you are expected to immediately inform your supervisor and return home until you feel better and are no longer potentially contagious.