



HUMAN RESOURCES
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MEMORANDUM

DATE: March 16, 2020
TO: Employees – City of Reynoldsburg
RE: Contagious Disease Outbreak Guidelines

Purpose

In order to aid in protecting the health and safety of employees and the work environment, the City of Reynoldsburg outlines the policy contained herein to specifically help to reduce the potential for, or actual exposure to, contagious disease outbreaks, such as COVID 19, influenza or other viruses with the potential for creating a pandemic.

Policy

1) Policy

It is the policy of the City of Reynoldsburg to maintain a safe work environment for all employees and a safe community for all residents. The Reynoldsburg Division of Police, Officer of the Mayor and Department of Human Resources will monitor guidance and recommendations from the Center for Disease Control (CDC) and World Health Organization (WHO), as well as state and local health officials, and may revise this Policy as more information becomes available.

This Policy is not intended to conflict with collective bargaining agreements, but is intended to address exigent circumstances under the Mayor's authority. The expansion of leave type utilization under this Policy will end with the termination of the contagious disease event. The Mayor and/or designee reserves the right to disallow an employee from working if he/she determines it will serve to protect the health, safety and welfare of the City of employees.

2) Communication

- a) The Department of Human Resources is responsible for coordinating employee communications with the Mayor.
- b) Messages will be marked "High Importance" and Directors will ensure that employees read the emails.

3) Prevention in the workplace

- a) Employees can help to protect themselves from contagious diseases with everyday preventive actions. The City encourages employees and volunteers performing work for the City to adhere to appropriate medical guidelines (CDC or other presiding health agency) in order to minimize the risk of becoming sick with a contagious disease outbreak.
- b) The CDC recommends the following prevention techniques:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth.
 - Avoid shaking hands.
 - Stay home when you are sick.
 - Cover your cough or sneeze with your arm or inner elbow.
 - Clean and disinfect frequently-touched objects and surfaces using household cleaners and EPA- registered disinfectants that are appropriate for the surface, following label instructions.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - i. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - ii. Always wash hands with soap and water if hands are visibly dirty.
 - Stay at home if you are sick, and for at least 24 hours after you no longer have a fever (100.4°F or higher) or signs of a fever (chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications. Staying home and away from others while sick ("self-isolation"), even while taking anti-viral drugs for treatment of the flu, will help to prevent spread of the disease to others in the workplace.

4) Alternate Work Schedules – for Non-Law Enforcement/Dispatcher

- a) Employees that will be assigned alternative work schedules/arrangements. The schedule for each department will be communicate by your supervisor. Employee must take their temperature prior to reporting for your scheduled time. If any of the symptoms noted above, report it to your supervisor immediately.
- b) There will be no reporting of overtime for any Chapter 160 employee without the authorization of the Director of the division.
- c) The decision to authorize an alternative work arrangement is solely within the discretion of the Mayor or designee and can be modified or terminated at any time. When the Mayor or designee terminates an alternative work arrangement authorization, the employee will be notified and will be required to report to his or her normal work location.
- d) Employees are obligated to comply with all City rules, policies, and procedures. A violation of such may result in a revocation of the telecommuting authorization and discipline, up to and including termination.
- e) Employees will make the request to their Department Director. The Department Director will coordinate with the Director of Human Resources.


5) Pay and Benefits

- a) Full-time employees will be paid the standard 40 hours per week. Permanent 20 or 30 hour employees will be paid their normal hours.
- b) Permeant Part-time employees will be paid at their normal hourly rate.
- c) Health insurance and other related benefits will continue for all eligible employees on an approved leave of absence during an event.

Employee/Supervisor Requirement

1) Employee Expectations

- a) Employees are expected to act reasonably and to stay home if sick.
- b) Employees are mandated to self-monitor for fever and for identified symptoms of contagious diseases.
- c) Employees are mandated to immediately report any symptoms of contagious disease to HR and to remain at home.

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- d) Employees must remain at home until at least 24 hours after a fever is gone.
 - e) Employees are encouraged to contact medical professionals for any sickness.
 - a. Employees are encouraged to reach out via phone to their health care provider first, then follow instructions.
 - f) Employees are mandated to not spread rumors and misinformation regarding contagious disease around the workplace.
 - g) Employees will follow established practices and policies to request use of leave.
 - h) No employee will be discipline for being absent without leave for a contagious disease related event.
 - i) Should employees choose to travel for personal reasons, employees should be aware of the risks associated with the travel and take necessary precautions. Employees who have traveled to an affected area should immediately report such exposure to the Department of Human Resources.

2) Notification of Isolation, Quarantine, or Potential Exposure

- Any person who has come in contact with a confirmed case, or who is within 14 days of traveling to a high risk location, may need to be in "isolation"
- Anyone who has been diagnosed with a contagious disease should expect to be placed in "quarantine" by appropriate health officials.
- The employee must notify HR and his/her supervisor of this situation as soon as possible.

3) Observation of employee in workplace exhibiting signs/symptoms

- a) Any supervisor who observes an employee exhibiting signs/symptoms of a contagious disease will immediately notify the HR Director by phone or email.
- b) Any employee who observes another employee exhibiting signs/symptoms of a contagious disease will immediately notify his/her supervisor.
- c) The supervisor and HR Director will determine whether the employee will be mandated to leave the workplace.
- d) Supervisors will not ask the employee questions about his or her health-related signs/ symptoms.
- e) Any employee mandated to leave the workplace must provide a health care provider's certification prior to returning to work.

4) **Return to Work**

- a) If you are absent for your because of you and/or a household member have contracted COVID-19, employees must provide a health care provider certification **before** returning to work following a contagious disease isolation, quarantine, or exposure.
- b) Employees in this situation **CANNOT** return to work without the required certification. Supervisors will send employees home if certification is not provided.
- c) ALL employee groups: A doctor's certification is required in the event of quarantine because of a contagious disease or because of known contact with such disease.
- d) Health care provider certifications must be submitted to the HR Department. Employees are not required to provide supervisors with a health care provider certification.

