

Coronavirus Emergency Policy

Overview:

The Coronavirus (coronavirus) is a rapidly spreading virus which causes severe respiratory illness in infected patients.

Persons infected generally have the following symptoms: fever, cough which then leads to shortness of breath and other difficulties in breathing.

We are therefore proposing this employment policy to safeguard the health and welfare of all our employees; to comply with all local, state and federal health and safety standards; and to ensure the continued general operation of the Township's business.

This policy is subject to change at the discretion of management as new information becomes available.

We will endeavor to keep the workplace environment clean. Efforts to sanitize all public areas, commonly shared items, doorknobs and surfaces will be done on a daily basis.

Frequently touched surfaces on personal items, such as phones and keyboards should also be disinfected and cleaned at least twice daily by individual users.

Unless impeded by a short supply of product, we will make sanitizing hand lotion and sanitizing wipes available throughout the office. We would ask that you utilize these items at least several times each day.

Employees are encouraged to frequently wash their hands with soap and water for a minimum of 20 seconds, especially when returning to their office from the outside and before and after eating.

Personal Health:

Until the concern for the spread of Coronavirus is minimized, we require all staff to do the following:

1. Employees are encouraged to monitor their own health. If an employee believes that they are exhibiting the initial symptoms of the coronavirus fever, dry cough, headache, and muscle pain, the employee should immediately seek medical help. All employees with a good faith belief that they are exhibiting these symptoms will be given a half day - paid time off (PTO) to seek medical assistance, a diagnosis, and treatment.
2. Any employee who exhibits the initial viral symptoms - fever, dry cough, headache, muscle pain, and experience shortness of breath or other problems breathing - will not be allowed to come to work. Those employees will be required to stay home for a minimum of 14 calendar days unless they have been properly tested for the coronavirus by a qualified healthcare provider and receive a negative diagnosis for infection. A release from a doctor will required to return to work.
3. All employees traveling or who have traveled to a country designated by the Center for Disease Control as having a Level 3 Travel Health Notice will be required to remain out of work for at least 14 calendar days and may be required to work from home. If they remain asymptomatic after the 14-day period ends, they may return to work. Information pertaining to the Center for Disease

Control Travel Health Notices can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

4. All employees who have had close contact or live with someone who i) has contracted the Coronavirus or ii) has traveled to a country designated by the Center for Disease Control as having a Level 3 Travel Health Notice, will be required to remain out of work for at least 14 calendar days after the exposure and may be required to work from home. If they remain asymptomatic after the 14-day period ends, they may return to work.
5. Those employees who are required to stay at home may either work from home (if that is possible with management's approval) or use their PTO days to compensate for loss of work. The remaining employees who are not able to work from home may use their PTO days to compensate for loss of work. If we believe that their services are required, we reserve the right to require you to work from home, if possible. Those who do not use their PTO days or who do not have the necessary PTO days to cover their absence will be considered on leave without pay. Employees will be required to use their unused sick leave, but will have option to use vacation, personal and floating holidays. If employee is requesting to take time off without pay, requests must be submitted in writing to the manager.
6. An employee may appeal to the Township Manager for a waiver to return to the office if they believe they or another traveler visited areas and regions unaffected by the virus. The Township Manager will only grant a waiver based on information provided in the Center for Disease Control Travel Health Notices. The information provided must show that there is currently no reported spread of the virus in the area visited and/or there is a minimal risk of contracting the Coronavirus in the area visited. We also reserve the right to require medical clearances in such cases.
7. For the duration of this management declared emergency policy, the Township is waiving or amending the following requirements under the Township's Sick Leave Policy. All other aspects of the Sick Leave Policy remain and are enforceable. The object is for employees to stay home when sick and seek the appropriate medical attention.
 - a. Employee's will be permitted to stay home and use the sick leave to care for their children or grandchildren if they have been quarantined or subject to a school closing. In this event, the employee will be required to stay out of the office for a minimum of 14 calendar days.
 - b. A physician's certificate (doctor's note) is not required to use sick leave. However, a physician's certificate (doctor's note) may required to return to the workplace.
 - c. Use of sick leave during this declared emergency will not count toward sick occurrences.