



## POLICY AND PROCEDURE STATEMENT

|   |  |   |                                |                        |
|---|--|---|--------------------------------|------------------------|
| <b>SUBJECT</b> <b>EMERGENCY ADMINISTRATIVE POLICY</b><br>CONTAGIOUS DISEASE OUTBREAK POLICY | <b>PAGE</b> 1 OF 6                                       | <b>DATE EFFECTIVE</b><br>MARCH 23, 2020   |                                |                        |
| <b>SECTION/POLICY NO.</b><br>2.10   | <b>APPROVED BY</b><br>_____<br>MAYOR                     | <b>SUPERSEDES</b><br>NEW  |                                |                        |
| <b>PREPARED BY</b><br>MAYOR AND VILLAGE ADMINISTRATOR                                       | _____<br>VILLAGE ADMINISTRATOR                           | <b>APPROVAL DATE</b><br>3/22/2020   | <b>ISSUE DATE</b><br>3/20/2020 | <b>REVIEW DATE</b><br> |
| <b>REFERENCE</b>  | <b>REVIEW APPROVED BY</b><br>_____<br>PERSONNEL DIRECTOR | <b>DISTRIBUTION LIST</b><br>WEBSITE, MAYOR, COUNCIL, CLERK-<br>TREASURER, AND VILLAGE EMPLOYEES |                                |                        |

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. The policy is to have in place a formal process to manage a contagious disease outbreak.
  - A. Under these procedures, anyone displaying flu-like symptoms will be treated in a manner consistent with a serious health condition. This Policy is exercising the Mayor’s and Village Administrator’s authority set forth in an operational plan that delineates procedures for furthering workplace and community health and safety in the case of a contagious disease outbreak.
  - B. The Village of Ashville will monitor guidance and recommendations from the Centers 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.
  - C. Nothing in this Administrative Policy is intended to overrule or usurp the procedures set forth in existing Policies and Management Plans.
  - D. It is the policy of the Village that employees suffering from serious or life-threatening diseases be permitted to work as long as they are physically and mentally able to perform their job without undue risk to themselves, fellow employees or the public. The Mayor and/or Village Administrator reserves the right to disallow an employee from working if they determine it will serve to preserve the health, safety and welfare of the Village or employees.

**PURPOSE:**

- I. In order to aid in protecting the health and safety of employees and the work environment, the Village of Ashville has adopted the following procedures specifically to help reduce the potential for, or actual exposure to, contagious disease outbreaks, such as the COVID-19, Influenza or other viruses with the potential for creating a pandemic.

**PROCEDURE:**

I. Procedure for Leave

- A. Employees who exhibit flu like symptoms or other symptoms identified by the CDC must use reasonableness and follow public health recommendations when determining whether to report to work. The Mayor and/or Village Administrator reserves the right to disallow an employee from working due to illness or symptoms that may place employees, the public or the Village at risk. By policy an employee is ordinarily entitled to use sick leave with pay or without pay for the following reasons:
  - 1. When the employee's performance of duty is prevented by sickness, injury or disability.
  - 2. When the employee's presence is required to provide medical care for a member of his/her immediate family.
- B. In addition to the procedures outlined in III (A), employees who are unable to perform their jobs from home may use sick leave as appropriate in the following situations:
  - 1. In the event that schools or daycare centers close due to an infectious disease or a public health recommendation, preventing employees from attending work because of childcare needs. The employee shall provide appropriate documentation supporting this request. The Mayor and/or Village Administrator reserves the right to require employees to work based on their job duties. Employees in public service, safety forces, and executive employees should receive permission in advance to address a request to be absent. This administrative policy is not intended to conflict with any policy, but to address exigent circumstances under the Mayor's and Village Administrator's authority. When the employee's performance of duty is prevented by sickness, injury or disability.
  - 2. In the event the Mayor and/or Village Administrator determines that it is in the best interest of employees and the public health to significantly limit Village operations.
- C. Sick leave and all other leave benefits may be used for an infectious disease or pandemic virus and must be used consistent with the personnel policies, and the Mayor and Village Administrator reserves the right to require leave certification where applicable.
- D. Employees who have not accrued enough paid leave time (i.e. sick, vacation, personal, comp time, holiday) may request a leave of absence consistent with the personnel policies.
- E. A request for Donation Leave may be requested consistent with the Administrative Policy.
- F. When an employee becomes ill or an immediate family member becomes ill and the employee decides to stay home to care for the family member, the employee must follow the appropriate medical guidelines (either issued by the CDC or other presiding health agency) and stay home to minimize human contact.
- G. Employees shall comply with the call-in policy as set forth in Ashville's Policies and Procedures and their department work rules. If the supervisor is not available, employees must contact the Mayor or Village Administrator as a last resort.
- H. All procedures governing sick leave and other leaves as stated in the personnel policies and procedures remain in effect. Family Medical Leave Act (FMLA) benefits for eligible employees will be concurrent with authorized leave.

- I. Any employee required to be placed in quarantine by a medical doctor or public health official during a state or federally declared state of emergency shall perform his or her duties from quarantine to the fullest extent possible. If the employee's duties cannot be performed from quarantine, the Village shall provide, and the employee will undertake, remote training activities wherever possible. Employees shall provide documentation of the need for medical quarantine. If, due to an illness, an employee is unable to perform duties while in quarantine, leave must be used pursuant to normal leave policies. The employee will be placed on paid administrative leave for time off work due to a medically-mandated quarantine if job duties cannot be performed from quarantine and remote training opportunities are exhausted and/or unavailable.
- J. Any questions regarding this policy can be directed to the Mayor and/or Village Administrator.

### III. Prevention of Illness

- A. The Village encourages employees and volunteers performing work for the Village to adhere to the guidance of the appropriate medical guidelines (CDC or other presiding health agency) in order to minimize your risk of becoming sick with a contagious disease outbreak, such as the COVID-19, Influenza or other viruses with the potential for creating a pandemic.
- B. The CDC recommends four basic but important prevention techniques:
  - 1. Practice good hygiene by washing your hands often with soap and water for 20 seconds, especially after coughing or sneezing. Alcohol based (at least 60%) hand cleaners are also effective. Frequently clean commonly used surfaces such as doorknobs, cabinet handles, keyboards, countertops, faucets and bathroom areas.
  - 2. Cover your mouth and nose with a tissue when you cough or sneeze, and then safely dispose of the tissue. If you don't have a tissue, cough or sneeze into your clothed covered elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth.
  - 3. Stay home if you are sick, and for at least 24 hours after you no longer have a fever (100.4 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (chills, feel very warm, have a flushed appearance, or are sweating), except to get medical care. This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen, acetaminophen, or aspirin). By staying home and away from others ("self-isolation") while sick, even if you are taking antiviral drugs for treatment of the flu, you can prevent others from getting sick too.

### IV. Distribution and Acknowledgement of Policy

This policy will be distributed to all Village of Ashville employees. Employees are required to provide an acknowledgement of receipt and understanding of the policy to the Fiscal Officer.



Village of Ashville



P.O. Box 195

200 East Station Street

Ashville, OH 43103

Office: 740/983-6367 ● Fax: 740/983-4703

## ASHVILLE TELEWORKING GUIDELINE

|                      |  |
|----------------------|--|
| <b>PURPOSE:</b>      | To establish guidelines when an employee is permitted or directed to work from a designated alternative work location              |
| <b>DISTRIBUTION:</b> | All Staff  |
| <b>ACTION:</b>       | The Mayor and/or Village Administrator is hereby adopting the following policy to be administered by the Human Resources Director. |
| <b>RETENTION:</b>    | Until such time it is amended or modified  |

- 1) Teleworking is an option that may be used with approval of the Appointing Authority. Employees using telework options will ensure that its use provides a benefit to the Village while maintaining operations and services to internal and/or external customers.
- 2) Teleworking is a management option and is not an employee right. Not every position is suited for teleworking. The Village may need to limit the number of teleworking employees due to system restrictions and/or the number of employees needed to continue operations at a specific location.
  1. **Authorization.** Department Heads may request teleworking for an employee. This request must be authorized by the Appointing Authority in consultation with the Human Resources Director. Considerations will include job function, scheduling and circumstances for why teleworking is being requested.
  2. **Conditions of Employment.** Teleworking does not affect an employee's basic terms and conditions of employment. Employees are still expected to comply with all Village of Ashville policies and procedures.
  3. **Injuries.** Teleworking is covered by the State of Ohio workers' compensation laws for injuries occurring in the course of and arising out of the performance of the employee's official job duties. The teleworking employee and supervisor shall be required to follow the Village's normal process for reporting of injuries for employees injured while at work.
  4. **Overtime and Compensatory Time.** All Village overtime and compensatory time policies apply during Teleworking.
  5. **Liability.** Other than the injuries discussed above, the Village of Ashville is not liable for any accidents and/or injuries resulting from the teleworking employee's failure to comply with all safety and health rules, regulations or any violation of this policy.
  6. **Communication.** Telecommuting employees are required to provide a telephone number for the agreed teleworking location at which they can be reached during their scheduled work hours. Teleworking employees must be available for contact during their work schedule and ideally will have their work extension forwarding to that number to receive incoming calls. Teleworking employees must send an email at the beginning and ending of their shift to their immediate supervisor.
  7. **Teleworking Arrangement.** The teleworking arrangement is at the discretion of the Appointing Authority, Department Head and approval of the Mayor and/or Village Administrator and may be modified or ended at any time for any reason. Non-exempt teleworking employees must keep track of all hours worked using the Village's timekeeping system and should not work beyond their approved hours without authorization.

8. **Requests for Time Off.** Teleworking employees will use normal processes for requesting time off or calling off.
9. **Use of Information Technology.** Teleworking employees must follow all Information Technology policies. Depending upon the teleworking employee's position, they may be given Village equipment to use or be given permission to use their own personal equipment. They should not alter or modify any IT configuration settings without prior approval. Teleworking employees are responsible for the security and protection of any IT equipment, software and data provided to them. No unauthorized parties shall be allowed to use the Village's IT equipment.
10. **Protecting Sensitive Data and/or Personally Identifiable Information (PH):** Teleworking employees shall protect all data, but extreme care shall be taken regarding sensitive data and/or personally identifiable information.
11. **Lost or Stolen Items.** Teleworking employees must immediately reported to their Department any lost, stolen or potentially compromised equipment.
12. **Revocation of Teleworking.** An employee must maintain compliance with all Ashville Rules, Policies, practices and instructions. A violation of such may result in a revocation of the teleworking authorization and discipline, up to and including removal.
13. **The ability to allow teleworking does not in any way waive the requirement of being present at work as an essential function of every position in the Village.**
14. **Teleworking is intended to be a short-term option to allow the work of the Village to continue in an expedient and comprehensive manner.**



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## ASHVILLE ADMINISTRATIVE LEAVE GUIDELINE

- PURPOSE:** To establish guidelines when an employee is placed under Administrative Leave during a Contagious Disease Outbreak
- DISTRIBUTION:** All Staff
- ACTION:** The Mayor and/or Village Administrator is hereby adopting the following policy to be administered by the Human Resources Director.
- RETENTION:** Until such time it is amended or modified

Under the Village's Contagious Disease Outbreak Policy, some employees may be placed on a paid administrative leave for all or part of their work day. This Guideline is written to further clarify questions but not to be in contradiction to the Administrative Policy dated March 23, 2020. The Appointing Authority retains the discretion to determine whether an employee will receive administrative leave for their absence(s).

If you are someone who is placed on administrative leave for this reason or as set forth in the Administrative Policy dated March 23, 2020 by the Mayor and/or Village Administrator, please follow these guidelines:

- 1) Be available by phone during your normal work hours for your department head or others in the Village to contact you and be ready for work during your normal work hours. While we hope to limit the necessity for this, there could be situations that would require us to call you to report for work. Being ready for work includes not being under the influence of alcohol.
- 2) Keep your phone nearby. Emergency or urgent messages will be sent by phone.
- 3) Follow normal call in procedures if you become ill and would be unable to work. This WILL NOT impact your paid status. If you do not have any accrued time, the Appointing Authority may determine that you are eligible to continue to receive administrative leave. If you are ill with COVID-19 symptoms or are tested for COVID-19, notify Human Resources at 740-983-7131 or via email at agrube@ashvilleohio.gov. If you are sick, or unable to work due illness, you should be utilizing appropriate leave banks per the Administrative Contagious Disease Policy.
- 4) Because we are in the midst of a worldwide pandemic, you are REQUIRED to notify us if you test positive for COVID-19.
- 5) Check your work email on a daily basis. We will be communicating pertinent, but not urgent information via work email.
- 6) Follow the guidelines set forth by the CDC to help prevent the spread of COVID-19. Use proper social distancing, hand washing and follow guidelines related to being in public. While we cannot control what you do outside of your paid work time, we strongly encourage you to follow the guidelines for your own health and those you care about.
- 7) Failure to comply with the terms of this Administrative Contagious Disease Policy (for example, failure to maintain communications or being unavailable for work) could result in the loss of this leave for that employee.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Keep this Policy and Guidelines for your own records.



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## ASHVILLE TRACKING CALENDAR




- PURPOSE:** To establish guidelines to track and document Teleworking.
- DISTRIBUTION:** All Staff
- ACTION:** The Mayor and/or Village Administrator is hereby adopting the following policy to be administered by the Human Resources Director.
- RETENTION:** Until such time it is amended or modified
- Email Supervisor at beginning and end of shift**

Name: \_\_\_\_\_ Department \_\_\_\_\_

# MARCH 2020

| Sunday | Monday | Tuesday   | Wednesday   | Thursday | Friday   | Saturday |
|--------|--------|---|---|----------|--|----------|
| 1      | 2      | 3   | 4   | 5        | 6  | 7        |
| 8      | 9      | 10  | 11  | 12       | 13   | 14       |
| 15     | 16     | 17  | 18  | 19       | 20   | 21       |
| 22     | 23     | 24  | 25  | 26       | 27   | 28       |
| 29     | 30     | 31  |   |          |  |          |
|        |        | February 2020<br>Su M Tu W Th F Sa<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29 | April 2020<br>Su M Tu W Th F Sa<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 |          | Calendars by Vertex42.com<br>© 2018 Vertex42 LLC. Free to print. |          |



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- PURPOSE:** To establish guidelines to track and document Teleworking.  
**DISTRIBUTION:** All Staff  
**ACTION:** The Mayor and/or Village Administrator is hereby adopting the following policy to be administered by the Human Resources Director.  
**RETENTION:** Until such time it is amended or modified

**Email Supervisor at beginning and end of shift**

Name: \_\_\_\_\_ Department \_\_\_\_\_

# APRIL 2020

| Sunday | Monday | Tuesday  | Wednesday   | Thursday   | Friday | Saturday |
|--------|--------|--|---|--|--------|----------|
|        |        |  | 1   | 2  | 3      | 4        |
| 5      | 6      | 7  | 8   | 9  | 10     | 11       |
| 12     | 13     | 14   | 15  | 16   | 17     | 18       |
| 19     | 20     | 21   | 22  | 23   | 24     | 25       |
| 26     | 27     | 28   | 29  | 30   |        |          |
|        |        | March 2020<br>Su M Tu W Th F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31 | May 2020<br>Su M Tu W Th F Sa<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 | Calendars by Vertex42.com<br>© 2018 Vertex42 LLC. Free to print. |        |          |

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## ASHVILLE ESSENTIAL PERSONNEL

|                      |  |
|----------------------|--|
| <b>PURPOSE:</b>      | To establish guidelines which employee falls into Essential Personnel category as a result of the Contagious Disease Outbreak      |
| <b>DISTRIBUTION:</b> | All Staff  |
| <b>ACTION:</b>       | The Mayor and/or Village Administrator is hereby adopting the following policy to be administered by the Human Resources Director. |
| <b>RETENTION:</b>    | Until such time it is amended or modified  |

Under the Village's Contagious Disease Outbreak Policy, some employees will be classified as Essential Personnel. The following is a breakdown by Department.

### Administration

The office will be staffed by one hourly and one salary personnel Monday through Friday 8:00 am until 4:30 pm.

The remaining staff will follow the Teleworking Guidelines.

### Police Department

The Chief of Police will determine Essential Personnel.

The remaining staff will follow the Teleworking Guidelines.

### Service Department

The Service Superintendent will determine Essential Personnel.

The remaining staff will follow the Teleworking Guidelines.

### Utility Department

The Chief of Utilities will determine Essential Personnel.

The remaining staff will follow the Teleworking Guidelines.