

COVID-19 POLICY AND GUIDE

This guide contains is intended to protect our employees during the COVID-19 pandemic and establish an understanding for procedures, precautions, and expectations.

Personal Protective Equipment

Effective immediately, employees are required to wear face masks while on-duty when:

1. Employees are working in areas visited by members of the public, regardless of whether anyone from the public is present at the time;
2. Employees are working in or walking through common areas, such as hallways, stairways, buildings, equipment, etc.
3. Employees are in any room or an enclosed area where other people are present and cannot maintain a six-foot distance.
4. While inside, or in line to enter, any indoor public space, including retail establishments.
5. While outdoors in public spaces and unable to maintain a six-foot distance between individuals.
6. While being in close proximity to anyone outside of your department

Employees are exempt from wearing a face mask in the following situations:

1. When you have a medical condition, mental health condition, or disability that prevents wearing a face-covering, including those with a medical condition for whom wearing a face-covering could obstruct breathing or unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
2. When you communicate with a deaf or hard of hearing person, where the ability to see the mouth is essential for communication.
3. When wearing a face mask would create a risk to the employee, as determined by their supervisor or department head, local, state, or federal regulations or workplace safety guidelines.
4. When you are engaged in a court-related proceeding held or managed by Kansas Judiciary.

All visitors to city facilities above the age of five are required to wear a mask. Employees may utilize their face mask or face covering as long as the nose and mouth are covered, and the mask is secured to the head with ties, straps, or loops over the ears or wrapped around the lower face. Any image or language on the mask must be deemed appropriate by your department head. This policy only applies to employees while on-duty.

Employees should use hand-sanitizer and wash hands

Personal Travel

Employees are encouraged to limit their out-of-town travel, especially locations with a known widespread community transmission.

Cases of COVID-19 have been reported in many states, and some areas are experiencing community spread of the disease. The disease is highly contagious. A city employee will be excluded from work for fourteen (14) days if he or she – or someone with he or she lives with – has traveled or will travel after March 15, 2020, as follows:

- To any international location
- To high-risk areas in the United States with known widespread community transmission, currently identified by the Kansas Department of Health and Environment. Any updates to the list by the



Kansas Department of Health and Environment will be included without revision to this memorandum. For updates, see www.kdheks.gov/cornoavirus.

- On a cruise ship.

Employees who are excluded from work due to such travel may use accrued leave to cover the fourteen (14) day period of exclusion. Employees who do not have enough accrued leave will be required to take unpaid leave. Please note that all costs, including employer and employee portions for health care insurance, shall be paid by the employee during any period the employee is on leave without pay for a period in excess of five (5) consecutive days, except as provided in Section E-8 of the Personnel Policy and Guidelines.

Testing/ Quarantining

Employees should not enter the workplace if exhibiting COVID-19 symptoms or if they have been in close contact (closer than about six feet for more than a cumulative total of 10 minutes) with someone diagnosed with COVID-19. The employee should contact their supervisor immediately.

Employee who have had a COVID-19 test and are pending the results shall quarantine until results. The employee shall notify their supervisor and the City Administrator immediately.

Employees who have COVID-19 symptoms and test negative can return to work as long as they've had no exposure to someone with COVID-19 and no longer have a fever and other symptoms have improved.

For most persons with COVID-19 illness, isolation and precautions can generally be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours without the use of fever-reducing medications, and with improvement of other symptoms.

For employees who test positive for COVID-19, but who have not been exposed and never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of the first positive test.

Employees who feel ill or have COVID-19 symptoms during the work day must contact their supervisor, and will be separated from co-workers immediately, provided a mask, sent home, and, whenever possible, be allowed to work from home. Access to the employee's workspace should be limited and their supervisor and City Administrator should be contacted so that the employee's workspace can be cleaned after business hours to prevent cross-contamination.

Employees who share a home with someone who has tested positive for COVID-19 or have come in close contact with someone who has tested positive (closer than about six feet for more than a cumulative total of 10 minutes), must self-quarantine as follows:

- The employee must quarantine for a consecutive ten days after their last exposure to the known positive.
- If symptoms occur during the ten day quarantine, a COVID test shall be completed. If the test is positive the employee shall remain in quarantine until they are free of all symptoms of illness for at least 24 hours without the use of any medication that might mask symptoms (i.e. fever-reducing medicine, cough medicine, etc.) and at least 10 days have passed since symptoms first appeared.

The Center for Disease Control has determined that persons who test positive for COVID-19 are immune from reinfection for 90 days from the onset of symptoms, or if no symptoms, from the date of the test. If an employee is exposed during these 90 days, they will not be required to quarantine. After 90 days, regular quarantine rules will apply.

Modified Quarantining

If necessitated by staff shortages as determined by the City Administrator, the employee may be requested to return to work on their next scheduled work day (after a seven-day quarantine period and receipt of a negative test result) but are required to follow these specific modified quarantine guidelines:

- A temperature check is to be completed at the beginning of the shift.
- Face Masks (Surgical or procedure masks designated as PPE by the CDC. This does not include non-designated cloth masks or gaiters) shall be worn at all times other than in single occupant offices.
- The employee shall not be permitted to use on-site workout facilities until the 14-day quarantine period is completed.
- The employee should not eat within six feet of other employees.
- Social distancing practices shall be maintained at all times.
- Disinfecting common and shared work spaces is essential.

If an employee on Modified Quarantine develops symptoms, the employee must resume regular quarantine at home and may not return to work until they are free of all symptoms of illness for at least 24 hours without the use of any medication that might mask symptoms (i.e. fever-reducing medicine, cough medicine, etc.) and at least 10 days have passed since symptoms first appeared.

Modified quarantine procedures do not apply to an employee who has a positive COVID-19 test or is experiencing symptoms consistent with COVID-19. These situations still require a 10-day isolation period.

Leave

City employees are granted paid administrative leave paid at the employee's regular rate for all absences directly caused by COVID-19. "Directly caused by" for this purpose meant the employee was unable to report to work:

- Due to the City's decision to keep the employee from the workplace and not have that employee work remotely; and
- Due to a lack of work as a result of the City's suspension of programs or services. For variable and seasonal employees.

Families First Coronavirus Response Act (FFCRA), full-time employees have been and remain entitled to up to 80 hours of Emergency Paid Sick Leave (EPSL) if unable to work, or work remotely, for a qualifying COVID-19-related reason as defined below:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19. This would include the orders issued by the state and Labette County Departments of Health.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either numbers 1 or 2 above.



5. The employee is caring for his or her son or daughter if the school or place of care for the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions. Please note: This is the only reason that also qualifies for FMLA+ as described below.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in conjunction with the Secretaries of the Treasury and Labor Departments.

After the 80 hours of EPSL, employees will be provided administrative leave if they have not been in direct violation of any part of this policy. Leave taken as a direct violation of this policy must be taken in the form of vacation, sick leave, or unpaid leave after the 80 hours of EPSL have been used.

This policy is a working document and may be subject to change based on CDC, KDHE recommendations, or any other changing circumstances.

I have read and understand the COVID-19 Policy.

Employee Name

Signature

Date

