

**RESOLUTION NO. 2020-76**

(8/20/2020)

**RESOLUTION AUTHORIZING THE COVID EMPLOYMENT AND EMPLOYEE CONDITIONS POLICY**

**WHEREAS**, in December 2019, a novel strain of the coronavirus was detected, now named COVID-19, that has spread throughout the world, including every state in the United States; and

**WHEREAS**, on January 3, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern; and

**WHEREAS**, on March 12, 2020, Governor Tony Evers declared a public health emergency to direct all resources needed to respond to and contain COVID-19 in Wisconsin; and

**WHEREAS**, on March 13, 2020, President Donald Trump proclaimed a National Emergency concerning COVID- 19; and

**WHEREAS**, on March 18, 2020, the Village of Caledonia declared a local state of emergency; and

**WHEREAS**, the Village of Caledonia has revised the COVID Employment and Employee Conditions Policy to reflect the current state of the COVID virus; and

**WHEREAS**, the current COVID Employment and Employee Conditions Policy needs to be updated; and

**WHEREAS**, the Village has drafted a COVID Employment and Employee Conditions Policy to replace the current COVID Employment and Employee Conditions Policy in the Personnel Manual and is attached hereto as **Exhibit A**; and

**WHEREAS**, the Personnel Committee of the Caledonia Village Board has reviewed the new COVID Employment and Employee Conditions Policy, recommends adopting the new Policy;

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board the new COVID Employment and Employee Conditions Policy as of August 25, 2020, attached hereto as **Exhibit A**, replaces the current COVID Employment and Employee Conditions Policy.

Adopted by the Village Board of the Village of Caledonia, Racine `County, Wisconsin, this 24<sup>th</sup> day of August, 2020.

**VILLAGE OF CALEDONIA**

By: James R. Dobbs  
James R. Dobbs  
Village President

Attest: Karie Pope  
Karie Pope  
Village Clerk

**Village of Caledonia**  
**COVID-19 employment and employee conditions**  
**policy Revised 8/12/20**

COVID-19 has presented unique and unprecedented challenges and as a result the Village is implementing this temporary Policy, effective immediately. This temporary Policy is subject to immediate amendment with or without notice to employees. Employees should expect this policy will be revised as this situation is fluid and changing thus necessitating that the Village continue to monitor and make changes as necessary.

The Village of Caledonia is responsible for maintaining a host of operations during all times of crisis and emergency to the best of the Village's ability. If all staff are out sick, our public service systems could be compromised.

The Village is committed to protecting the workplace in the event of an infectious disease outbreak. One of our key priorities is the health and safety of our employees. We understand concerns about Coronavirus (COVID-19) are top of mind for our employees, and we want to share information about how we are responding. The Village will be implementing the following expectations and steps immediately to help prevent or minimize the spread and infection rate of COVID-19 and to help ensure continued Village operations.

**What is Coronavirus (COVID-19)?** The Coronavirus (COVID-19) was first identified in December 2019 in Wuhan, China. It is a respiratory illness and is related to MERS and SARS, both coronaviruses. Health experts are concerned because little is known about this new respiratory virus, and it can cause severe illness and pneumonia in some people.

**Symptoms and Prevention Methods.** We are monitoring the CDC's real-time updates on the status and we will follow all State and CDC guidelines. Symptoms can include fever, cough, and shortness of breath.

Our employees must pay attention to how they are feeling and how to prevent spreading germs. The main way COVID-19 is spread to others is when an infected person coughs or sneezes. This is similar to how influenza is spread. When someone coughs or sneezes, other people near them can breathe in those droplets. The virus can also spread when someone touches an object with the virus on it. If that person touches their mouth, face, or eyes, the virus can make them sick. Hand-washing and avoiding other people if an employee feels unwell are important.

Employees are always encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers. Employees must take these steps to help prevent the spread of respiratory viruses:

- Cleanliness.
  - Wash your hands often with soap and water for at least 20 seconds, especially before eating and after going to the bathroom, blowing your nose, coughing, or sneezing.
  - If you do not have soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Workplace practices.
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
  - Avoid community dispensers such as a common coffee pot or fountain. If you choose to use these items, make sure to wash your hands immediately after touching the location.
  - Do not bring or purchase open foods items that are shared between the staff. Examples are cookies, cake or pizza. Employees may bring prepackaged items such as individually wrapped granola bars or bottled soda.
  - Refrain from handshakes when greeting colleagues, clients and visitors. Practice CDC recommended social distancing (6 feet).
  - All employees shall be restricted to their own computer and phone and shall not use other employees' phones or computers. If communal utilization of a computer (device) is necessary, then clean the device surfaces and wash your hands.
  - Employees will be assigned an individual truck or vehicle (if applicable) for use during work. During certain times this may be tough to accomplish. If you do use another person's vehicle, wash your hands before and after.
  - Any time a piece of equipment is worked on that pumps or transfers sewage, all attending employees must wear Tyvek suit, rubber gloves and full-face protection to prevent any splashing of sewage onto their body or into any body openings such as eyes, nose or mouth. When the task is completed, the employee must shower down with a disinfectant.

We have posted signs as reminders to wash hands and cover your cough. In addition, we have hand sanitizer dispensers and disinfectant materials available for use throughout the office by our employees and visitors. Please do not remove these items from their current locations. We are regularly sanitizing surfaces throughout the office to reduce the spread of illness. Employees should further this commitment by identifying areas requiring cleaning and notifying his or her supervisor.

**Exposure.** As we are responsible for providing important services to our community, employees must follow these expectations:

- If you have been exposed to the virus. You must immediately call Toni Muise and your supervisor before reporting to work. You should self-quarantine for 14 days. You must cooperate with the Village's efforts to minimize infection to others. You cannot physically interact with your coworkers. You cannot report to any Village premises without first receiving authorization from the Village Administrator.
- If you are experiencing symptoms related to COVID-19. You must immediately call Toni Muise and your supervisor before reporting to work. Experts recommend that you use the telemedicine tools available to you through your health insurance carrier unless your symptoms are severe. These providers have been specifically trained to assess and provide you with instructions in the event they suspect that you may have contracted the virus. Further, the CDC also recommends that you call your doctor's office first, before visiting the office, urgent care or the emergency room.
- If you just are feeling ill. If you are generally feeling ill or experiencing acute respiratory illness symptoms then please report the illness to your supervisor and Toni Muise so that we may take the necessary steps to assist you and take precautions to prevent others from becoming ill. This may include isolating you from other employees and sending you home.
- If we observe that you are ill. If we observe that you are exhibiting symptoms or restrictions on the performance of your duties, then we may send you home from work. Any employee who comes in with observable symptoms of an infection will be sent home.
- If you believe you contracted COVID-19 due to your job. If you believe you contracted COVID-19 due to your job, then you must immediately contact Toni Muise and provide the factual circumstances supporting your belief. The Village's worker's compensation insurer will then be notified. You will be required to complete the CVMIC Workers Compensation first report of injury forms.

For any of the exposure circumstances above, the Village may require you to work from home if practical and if you are able or the Village may allow you to use paid leave.

To ensure our employees' rights are protected, eligible employees may be provided with FMLA paperwork during this time for completion. The Village may also designate leave as FMLA leave under certain circumstances.

## **Travel**

The Village reserves the right to cancel vacations and other time off as necessary. Based on what is transpiring, the Village is anticipating an increasing likelihood of community quarantine at this time and the Village needs staff here to deal with possible challenges that may present.

If you are planning to travel, then please follow the CDC's travel guidance and recommended travel hygiene practices to disinfect hotel, airplane and rental car surfaces. Steps before international travel include, checking the CDC's Traveler's Health Notices for each state and country before traveling. Do not travel if you have symptoms of acute respiratory illness. Employees that disregard U.S. State orders or restrictions on travel will not be compensated.

If you become ill while traveling please immediately contact Toni Muisse before returning to work. If you will be traveling out of state or internationally, we ask that you notify your supervisor and Toni Muisse. If you have traveled internationally or to an affected area and have not notified us, please contact Toni Muisse and your supervisor.

If you have symptoms upon arriving home, you must contact your supervisor and Toni Muisse to determine your eligibility to return to work.

The Village will follow CDC, Wisconsin Department of Health Services, and Central Racine County Public Health Department travel quarantine recommendations and may require employees to not return to work or attend work-related activities for 14 days and the employee would need to use their own sick time. The exact parameters for quarantine and/or monitoring will be determined by the Village after considering information public health department and provided on a case by case basis to minimize potential risks to the health and safety of our work environment and the community. Employees who choose to go on vacation using a public form of transportation such as a plane, train or boat, should expect to be quarantined from work.

The Village may require you to refrain from returning to work for a period of time, approximately 14 days after you return. This determination will be made by the Village Administrator and will be decided on a case-by-case basis. During this period of required absence, the Village may require you to use paid leave if remote work is not an available option.

**Alternative Work Assignments or Department full- or partial-closure.** The Village may close a work area or a department in full- or partial- closure and for full- or partial-work days. Village employees who are scheduled and capable of working (not employees who are on authorized leave or quarantine) who are prohibited by the Village from reporting for duty and not working remote assignments will continue to receive pay for lost Village wages based on not being able to work his or her approved scheduled shifts for the first ten work days (or prorated for part time employees) of the closure provided the employee remains available during those scheduled hours for routine calls and other tasks and is able to work. An employee who suffers exposure based on any situation described above will not be eligible for pay continuation during all or part of this period.

During a closure, staff may still be required to report to work and provide non-public related tasks/responsibilities. Staff may be assigned to other departments during the emergency. We ask that you do your best. The emergency may create stressful situations, if you are feeling overwhelmed please seek assistance. The Village offers an EAP (Employee Assistance Program) through Humana for all employees. For free and confidential assistance, call 1-866-440-6556 or visit [Humana.com/eap](http://Humana.com/eap). Username: eap3 Password: eap3

The Village will revisit whether to continue wage compensation should a closure last more than ten days. The Village will consider additional guidance from the state, federal and local governments and will also evaluate changes in the law regarding employee access to unemployment compensation benefits. While the Village desires for any closure to be short in duration and minimally disruptive to our employees, our employees should budget accordingly for the possibility of long-term reductions in available work time without compensation.

This Section involving closures does not apply to sworn police department personnel, fire department personnel and salaried exempt personnel.

**Staying Informed.** We will continue to monitor the situation and provide you with updates and guidance as it becomes available from the CDC as well as State and local health departments. This information can be found by visiting the Centers for Disease Control (CDC) website, which includes “Need to Know” information from symptoms, prevention, and FAQs, as well as the State Department of Health Services.

Ultimately, we encourage everyone to make responsible decisions and stay home if they are sick.

For current and accurate information, please visit the following websites:

- Centers for Disease Control & Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/>
- Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/disease/covid-19.htm>
- Central Racine County Public Health Department: 262-898-4460 or <https://crchd.com/>

If you have any questions or concerns, please contact Toni Muese 262-835-6412 or your supervisor.

This policy supersedes only the sections of the Personnel Manual which conflict with anything described above. All other provisions of the Personnel Manual and/or contracts or general orders remain intact and in effect concurrent with the pandemic emergency policy.

Revised: 8/12/20  
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