

**CITY OF MANITOWOC**  
**Pandemic Response Protocols**

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<b>Distribution: All City of Manitowoc Employees</b>		

## **Objective**

This policy is being implemented to address pandemic conditions. The need for such a policy came about in response to the 2020 outbreak of the novel coronavirus disease (COVID-19), which is a respiratory illness that can spread from person to person. The intent of this policy is to establish guidelines and procedures to address any contagious or infectious outbreak, to ensure the continuous operation of the City government, and to ensure the safety of City employees. The safety of our workforce and community is our highest priority. The City is committed to providing employees a safe and healthy work environment. Together we share a responsibility to help prevent the spread of illnesses in our community. Employees have an obligation to implement the recommendations made by the Centers for Disease Control and Wisconsin Department of Health Services to help keep the spread of the illness to a minimum.

In the event of an outbreak, the Mayor, or his delegate, will make any decisions to implement emergency protocols and if necessary, will declare a State of Emergency. The City will communicate as much information as possible to employees and the public.

## **Continuation of Services**

The City strives for normalcy of operations, as this is important to residents and the community. In the event of cancellations or closures related to a pandemic, the City will notify employees as soon as possible. The City will communicate with involved residents, businesses, and partners with additional notification via the City's website, social media, and press releases as needed.

## **Infection Control Measures**

The City will take steps to minimize exposure and spread of infection in the workplace. As appropriate, measures that employees can take to protect themselves outside the workplace are recommended, and the employees are encouraged to discuss their specific needs with a health provider or other appropriate health or wellness professional.

1. While at work, employees are encouraged to follow any relevant Centers for Disease Control (CDC) and WI Department of Health Services (DHS) guidelines to lessen exposure risk. Typical recommendations include:
  - Use hand sanitizer, located in all City buildings
  - Wash hands often
  - In the event of an outbreak, employees are encouraged to follow any additional specific recommendations that are provided.

2. If an employee is ill, they should consider staying home until they are symptom-free for at least 24 hours, without the use of fever-reducing medication. Any employees who appear to have any illness symptoms may be sent home. Employees will be required to use any paid leave available to them per the Employee Policy Manual.
3. An employee who stays home under the above scenario may be eligible for telework, if approved by the supervisor.
4. The City will maintain supplies of recommended personal protection equipment (masks, hand sanitizer, gloves, etc.).
5. The City will work closely with state, federal, and local regulations regarding precautions and infection control measures during a pandemic.
6. Other CDC and/or DHS guidelines may be implemented by the Mayor or managers as necessary.

## **Travel Restrictions**

In the event of a pandemic, the Mayor, or his delegate, may institute a travel ban for all employees. This may include business and/or personal travel. If an employee does not adhere to these restrictions, the employee will not be allowed to return to work until the appropriate isolation time is achieved after their return from travel.

## **Workplace Preparedness**

In the event of a pandemic, City departments must consider the best options to reduce the spread of any virus. The Mayor and each department may:

- Develop plans to operate with minimum staffing levels.
- Determine if buildings or City locations need to be closed to the public or if public access should be limited.
  - If public access is allowed, encourage appointments or contact via phone/computer.
- Determine which employees will be required to come in to work and which employees are able to telework.
- Work with IT to ensure remote work capabilities are enabled, if telework is an option.
- Ensure phones are forwarded or being monitored if staff is temporarily reduced or limited.
- Ensure communication with employees remains consistent.
- Schedule meetings via teleconference whenever possible.
- Ensure the supply of PPE and cleaning products is sufficient.
- Encourage social distancing, PPE, frequent hand-washing, use of hand sanitizer, etc.
- Monitor employees and visitors for any symptoms. If symptoms are present, request them to leave the City facility.
- Determine if staggered schedules or arrivals are an option to promote social distancing.
- Determine if temperature checks should be required or offered.
- Determine if PPE such as masks should be required or offered.

- Limit access to shared workspaces, if possible.
- Limit the number of employees allowed in vehicles, conference rooms, breakrooms, workout facilities, etc.
- Increase cleaning protocols in all locations.

If an employee refuses to work due to concerns about illness, the employee will be required to use available paid leave, or unpaid leave per the Employee Policy Manual.

Supervisors should maintain communication with their employees. It is important for supervisors to check in with employees often, even daily, to ensure employees are continuing to function well and stay healthy.

Supervisors should encourage the use of EAP for employees who appear to be overwhelmed or struggling with work life balance.

## **COVID-19 (Coronavirus)**

Infection with COVID-19 (SARS-CoV-2 or its variants) can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, loss of taste and/or smell, headache, congestion or runny nose, sore throat, fatigue, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

1. If an employee develops symptoms, the employee should consider not returning to work until they are symptom-free for 24 hours with no medication. If an employee continues to have symptoms, they should consider being tested for COVID-19.
2. If an employee tests positive for COVID-19, following are the recommendations:
  - a. Stay home and isolate for at least 5 days (day 1 is the first full day after your symptoms developed or you were tested);
  - b. End isolation after day 5, if fever-free for 24 hours without the use of fever-reducing medication and symptoms are improving;
  - c. Wear a mask through day 10;
  - d. Follow your provider's recommendations.
3. Employees who test positive for COVID-19 should inform their supervisor as soon as possible.
4. If an employee is exposed to COVID-19, the employee should monitor themselves for symptoms and consider getting tested on day 5.
5. Requirements for protective services employees may be adjusted beyond these requirements, if necessary, in order to continue to staff these positions as a matter of public safety.

Please note: This policy is subject to changes based on CDC and WI DHS guideline updates.