

**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 recent outbreak of the novel coronavirus disease (COVID-19), which is a dangerous 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 virus 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 Centers for Disease Control (CDC) and WI Department of Health Services (DHS) guidelines to lessen exposure risk. The recommendations include:
  - Practice social distancing (at least 6 feet) when possible
  - Wear masks
  - Avoid shaking hands
  - Use hand sanitizer, located in all City buildings

- Wash hands often
  - Use teleconferencing or phone calls instead of in-person meetings, whenever possible
  - Avoid bringing in food to share or leaving open containers of food on counters in shared kitchenettes
2. If an employee is symptomatic, they should stay 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 will be sent home. Employees will be required to use any paid leave available to them.
  3. If an employee is informed by a health provider to isolate, the employee may not return to work until cleared by a health provider.
  4. If an employee has a household member who is exhibiting illness symptoms, the employee is encouraged to stay home.
  5. An employee who is required to stay home under any of the above scenarios may be eligible for telework, if approved by the supervisor.
  6. The City will maintain supplies of recommended personal protection equipment (masks, hand sanitizer, gloves, etc.), which we may require employees to use.
  7. The City will work closely with state, federal, and local regulations regarding precautions and infection control measures during a pandemic.
  8. 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 14 days 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 will:

- 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, require 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 (800-236-3231) for employees who appear to be overwhelmed or struggling with work life balance.

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

Infection with SARS-CoV-2, the virus that causes COVID-19, 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 is a close contact of someone with COVID-19, a 14-day quarantine will be required as recommended by the CDC. Employees must have clearance from a medical professional in order to return from the quarantine. Close contact is defined by the CDC and DHS as:
  - a. Direct physical contact (hug, kiss, etc.) with someone who is COVID-positive
  - b. Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection)
  - c. Having contact with the respiratory secretions of someone who is COVID-positive
  - d. Spending the night in a residence with someone who is COVID-positive
  - e. Sharing eating or drinking utensils with someone who is COVID-positive.
2. If an employee develops symptoms, the employee may only return to work if 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. If a negative test is received and the employee receives clearance from a medical provider, they may return to work.

3. If an employee tests positive for COVID-19, the employee may only return to work after:
  - a. Receiving clearance from a medical professional in order to return from isolation; and
  - b. 10 days since symptoms began (or date of positive test for asymptomatic employees); and
  - c. 24 hours symptom-free without the use of fever-reducing medication.
4. If an employee is a close contact of someone who tested positive for COVID-19 but has had COVID-19 within the past 3 months, has recovered, and is symptom-free, the employee does not need to quarantine.
5. If employees wish to be tested, they are encouraged to use one of the local community testing centers or to contact their health provider.
  - a. The City's medical plan covers testing for COVID-19. Any charges for subsequent exams or hospitalizations would apply toward an employee's deductible.
  - b. Due to limited hours of community testing facilities, supervisors are encouraged to allow employees who have been potentially exposed at work to get tested during work hours. If possible, hourly employees should use a City vehicle when going to get tested during work hours.
6. Employees who test positive for COVID-19 must inform their supervisor as soon as possible.
  - a. Supervisors are required to maintain confidentiality of employees who have tested positive for COVID-19, but should ensure that Human Resources is informed.
  - b. Other employees who work with the affected employee will be informed that there was a confirmed positive case, but the details will remain confidential.
  - c. If an employee is deemed a close contact, a 14-day quarantine will be required.
  - d. Departments should work with Human Resources and City Attorney to determine if any communication to the public is appropriate.
  - e. Areas that were frequented by an employee who tested positive will be deep-cleaned and sanitized.
7. Documentation required as follows:
  - a. Employees who have tested positive for COVID-19 will need to provide documentation from a healthcare provider or health professional indicating when they are able to return to work.
  - b. Employees who are close contacts of someone who tested positive:
    - i. Must provide documentation from a healthcare provider or health professional indicating when they are able to return to work, if exposure is outside of work.
    - ii. For employees who are placed on quarantine due to being exposed to someone at work, no additional documentation is required, unless the employee

subsequently develops symptoms, and/or tests positive and is required to isolate (see 7(a)).

- c. Employees who develop symptoms must not return until they are free from symptoms for 24 hours without medication. If they have gotten tested, a test result must be provided.
- d. Employees who require time away from their worksite due to childcare issues, and are using the FFCRA leave, must provide an FFCRA request form to Human Resources.
- e. Employees who become symptomatic and take leave to seek a COVID diagnosis must provide the City with documentation showing the outcome of the diagnosis.

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