

CITY OF BRECKSVILLE

INFECTIOUS DISEASE OUTBREAK (OR POTENTIAL OUTBREAK) AND EXTENUATING CIRCUMSTANCES POLICY

It is the policy of the City of Brecksville to provide a safe work environment by establishing procedures and guidelines to help prevent and/or limit the transmission of communicable diseases in the workplace.

In the event of an outbreak or potential outbreak of an infectious disease or Infectious Disease Emergency ("IDE"), the Mayor may declare a health and safety workplace cautionary period. Department heads and elected officials shall monitor and coordinate actions and implement measures which safeguard the safety of their employees and the public with whom they interact in the workplace while maintaining City operations in an effective and efficient manner. Such measures may include, but are not limited to, designating certain positions as critical, essential, or non-essential/non-critical.

During an IDE, City departments may implement plans to adjust their operations to ensure adequate resources are available to provide critical processes.

DEFINITIONS

Affected Area: A geographical area that has been determined by authorities (The World Health Organization(WHO), The Centers for Disease Control and Prevention (CDC), U.S. Department of Health (HHS), or state and local public health officials) to have wide spread transmission of an infectious disease, including significant localized seasonal influenza (or other diseases) up to and including pandemics.

Airborne Contagious Illnesses: Illnesses that are spread to other individuals through droplets or small airborne particles, which are suspended in the air, including but not limited to colds, influenza, and tuberculosis.

Communicable Disease: A disease that can be transferred from an infected person to another individual.

Contagious Skin Conditions: Areas of exposed skin that have moist discharge and are not covered by a protective dressing.

Infectious Disease Emergency (IDE): Wide spread transmission of an infectious disease, including significant localized seasonal influenza (or other diseases) up to and including pandemics.

Incubation Period: The time, usually in days, between exposure to an illness and the onset of symptoms.

Infection Control: A set of policies, procedures and practices used to minimize the risk of spreading infection such as hand washing and cleaning commonly touched surfaces.

Isolation: Implemented when the City believes that an individual may have an infectious disease and represents an immediate danger to the public.

Pandemic: A global infectious disease outbreak that spreads easily from person to person.

Physician: A licensed healthcare professional (Physician, Physician's Assistant, or Nurse Practitioner) who has knowledge of diagnosis and treatment of infectious diseases and has examined the individual.

Quarantine: implemented when the Mayor, Department Head or their designee believes that an individual may have been exposed to an infectious disease and represents a potential danger to the public.

Social Distancing: Actions taken to prevent or reduce the opportunities for close contact between people in order to limit the spread of an infectious disease, including limiting or canceling public gathering, meetings, or travel.

PREVENTIVE MEASURES

During an IDE, outbreak, pandemic or other communicable disease emergency, as declared in accordance with established guidelines set by The World Health Organization (WHO), The Centers for Disease Control and Prevention (CDC), U.S. Department of Health and Human Services (HHS) or state and local public health officials, the following preventive measures identified below may be initiated:

1. Providing appropriate information and training to employees.
2. Arranging for onsite voluntary vaccinations by healthcare providers, if necessary.
3. Implementing social distancing practices including:
 - a. Reducing face-to-face exposure by using conference calls.
 - b. Minimizing or eliminating travel to affected areas. (This is not applicable to Public Safety, First Responders).
 - c. Canceling meetings, workshops, training sessions and scheduled events (this is not applicable to Public Safety, First Responders).
 - d. Allowing employees to work from home to reduce exposure in the workplace consistent with City policy.
4. Ensuring frequently touched items (e.g. doorknobs, hand rails, etc.) are cleaned and disinfected regularly.
5. Reinforcing frequent hand washing and providing hand sanitizer in employee areas.
6. Providing tissues and disinfectant wipes in employee areas to allow employees to self-disinfect copiers, keyboards, telephone receivers, etc. in their work areas as necessary.
7. Requiring employees who have symptoms consistent with the symptoms identified by the CDC, State and local health authorities for the pandemic or communicable disease of concern to stay home and/or to be sent home by their supervisor.
 - a. The employee who has such symptoms shall be referred to their personal physician or local urgent care facility for evaluation and diagnostic testing, if indicated. The employee may return to work only with a return to work note from their doctor, which must be delivered to the City's Finance Department before the employee may start work.
8. Requiring employees who have been in contact with an individual diagnosed with the communicable disease to self-quarantine, and to not report to work until the incubation period of the pandemic and/or communicable disease of concern has passed, if applicable.
9. Requiring employees who travel to a highly affected area to self-quarantine, and to not report to work until the incubation period of the pandemic and/or communicable disease of concern has passed, if applicable. This provision also applies to employees who have had contact with someone who visited a highly affected region. Employees are required to self-identify if traveling to affected areas or have had contact with another who has traveled to an affected region.
10. Establishing flexible work hours to minimize contact between employees, such as scheduling employees to work in varying shifts.
11. Limiting access to buildings to employees only.
12. Sending employees home who do not support critical operations/processes or closing of City facilities.

EMPLOYEES WHO APPEAR ILL WHILE AT WORK

When an employee is present in the workplace and exhibits signs of an infectious disease, they may be directed to go home by the Mayor, Department Head or their designee. An employee's supervisor or their designee must observe one or more of the symptoms of an infectious disease as set forth by established guidelines set by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State Department of Health and Human Services-and local public health officials, which may change from time to time.

APPROPRIATE LEAVE

Employees who are subject to Preventive Measures items 7 - 9 may be permitted to use their accrued sick leave, or other appropriate leave to compensate them for time away from work.

Full time or permanent part-time employees who have been placed on paid administrative leave and/or subject to Preventive Measures item 12, please follow these guidelines:

1. Be available by phone during your normal work hours for your Department Head or others in the City 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.
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 Mayor 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 Lisa Helbert at 440-526-2610 or lhelbert@brecksville.oh.us. If you are sick or unable to work due to illness, you should be utilizing appropriate leave banks.
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. If you have a work email account, check it on a daily basis. We will be communicating pertinent, but not urgent information via work email.
6. Failure to comply with the terms of this policy (for example, failure to maintain communications or being unavailable for work) could result in the loss of this leave for that employee.

Permanent part-time employees placed on paid administrative leave and/or subject to Preventive Measures item 12 shall be compensated based on a calculation of the average hours worked over the previous 13 pay periods prior to the placement.

Payroll deductions for healthcare, dental, flexible spending will continue to be deducted as long as wages are available. If wages are not available, the employee will be required to submit their deduction amount(s) to the Finance Department promptly.

FEDERAL AND/OR STATE LAW

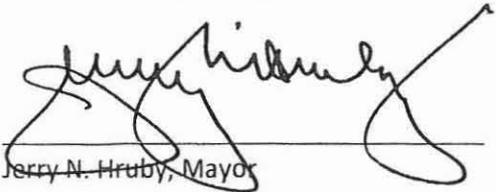
This policy is subject to any later adopted federal and/or state law related to an infectious disease outbreak (or potential outbreak).

COMMUNICATION

The Mayor will be responsible for communication for IDEs, outbreaks, pandemics and/or other infectious diseases to inform employees as necessary.

AMENDMENT TO POLICY

The Mayor may review, amend, extend, or cancel the provisions of this policy as appropriate.



Jerry N. Hruby, Mayor

3.27.2020
Date



David J. Matty, Law Director

3/27/2020
Date