

RESOLUTION 2020-4

Adopting Emergency Covid-10 Employee Personnel Policy

For the Town of Westport Indiana

Enactment Date: March 25, 2020

This policy will be in effect immediately and will remain policy until January 1, 2021 to prevent and control infectious disease among Town of Westport Employees.

To maintain a healthy workplace we are implementing the following time and attendance policy for Town Of Westport employees who have been exposed or potentially exposed to an infectious disease, including but not limited to COVID-19.

- 1) All employees will be required to self-monitor their health condition including taking their temperature prior to reporting to work.
- 2) Employees whether full or part time will not be penalized for extended periods of absence due to illness or adherence to this policy.
- 3) An employee who experiences symptoms of an infectious disease shall not report to work. This includes but is not limited to a fever. The employee is not eligible to return to work until symptom free (without medication) for 72 hours and at least 7 days have passed since symptoms first appeared. NOTE: this is based on the latest guidance from the CDC.
- 4) An employee who lives with another person who experiences symptoms of an infectious disease shall not report to work. This includes but is not limited to a fever. The employee is not eligible to return to work until the person is symptom free (without medication) for at least 72 hours, and the employee has no symptoms of an infectious disease.
- 5) An employee who has traveled outside Decatur County and has been in close contact with others who showed symptoms of an infectious disease shall not report to work for at least 6 days. This period may be extended, particularly if the employee experiences the same or similar symptoms.
- 6) Employees are strongly encouraged to limit personal interactions outside their residence and workplace when infection rates are high and rapidly changing. This includes but is not limited to travel outside Decatur County. Further, employees should practice social distancing (6-12ft) when possible, during work hours. This includes interactions with other employees. It is understood not all employee interactions can be limited to the appropriate social distancing. It is the employee's responsibility to minimize these encounters.
- 7) An eligible employee who is directed by a supervisor to stay home (and not work from home), under the above circumstances (paragraph 1 – 3) will:
 - First use sick time (Police Employees will first use Compensatory time first, then sick time)
 - Second use Vacation time up to 7 days or no more than 56 hours (only if the employee has more than 7 days of Vacation time). Employees without available Vacation will not accrue Vacation, they will proceed to step 3.


- Third. Paid administrative leave (only after leave (as prescribe above) has been exhausted. Paid administrative leave is defined as paid leave while an employee is mandated to stay home by the Town of Westport.
- 8) Since appropriate equipment is available during this time Public Works employees will each use a separate vehicle. The Superintendent will make those necessary assignments.
 - 9) The Town Hall will remain closed to the public during the length of this interim policy.
 - 10) Westport Police Department will continue business as usual using precautions outlined by the CDC. The Chief of Police will be charged with monitoring the ongoing situation and making adjustments to operations as necessary. For safety and security reasons any changes or modifications, deemed necessary by the Chief of Police, of daily operations will be disseminated only to authorized law enforcement personnel unless there is a serious health risk to the public.

Should an employee fall ill they will report to and advise of their condition (as able) to their supervisor in the event they may need to take action to prevent any possible serious health risk to the public and/or the other employees.

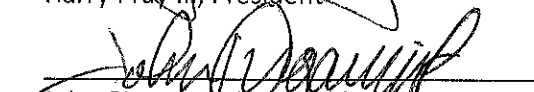
Failure to follow these procedures will result in disciplinary action up to and including unpaid suspension and/or termination.

This temporary emergency policy supersedes any previous policy for the duration of the health emergency and will apply to any future Federal mandated infectious disease legislation during the year, 2020.

Adopted this 25th day of March, 2020.



Harry Pray III, President



John Organist, Vice President



Joyce Brindley, Councilwoman