

Village of Allouez
CONTINGENCY POLICY FOR EMPLOYEES REGARDING CORONAVIRUS
(COVID-19)

March 11, 2020

BACKGROUND

Coronavirus disease (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. In the United States, most people who have become ill with the newly declared virus have recovered without requiring medical treatment, however, The US Centers for Disease Control (CDC) anticipates that there will be more cases, more hospitalizations and more deaths associated with this virus in the coming days and weeks. Please go to <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html> for more information. In addition, this virus could cause significant illness with associated hospitalizations and deaths. But it is important to know that 80% of COVID-19 cases are mild or without symptoms. Like the seasonal flu, COVID-19 infection is more severe in patients with chronic underlying health conditions and the elderly. This document will continue to be updated if the policy should change.

PROTECT YOURSELF

Individuals have an important role in protecting themselves and their families.

- Stay informed. We will provide additional information as it becomes available.
- Employees should take these everyday steps to protect their health and lessen the spread of this new virus:
 - Cover your nose and mouth with your elbow or tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
 - Forgo the customary handshakes
 - Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand sanitizers are also effective and will be available in your department.
 - Avoid touching your eyes, nose or mouth. Germs spread this way.
 - Try to avoid close contact with sick people, preferably 6 feet or more.
 - If you are sick, you may be ill for a week or longer. You should stay home and keep away from others as much as possible, including avoiding travel and not going to work or school.
 - Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.

The Village of Allouez will take appropriate measures to limit or slow any further spread of this disease in our workplace. People with the COVID-19 are contagious while they have symptoms; therefore it is important that employees with symptoms consistent with COVID-19 minimize their exposure to others.

COVID-19 SYMPTOMS

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:
Fever

Cough
Shortness of breath

CLEANING OF FACILITIES

Please take necessary measures to clean your workstation, counters and tables more regularly. Wearing of PPE (latex gloves) is encouraged when cleaning the surfaces.

EMPLOYEE WORKING STATUS/LEAVE

Sick:

Employees who are sick or who have been exposed to COVID-19, will be eligible to use sick leave or other available leave benefits. Employees with insufficient sick leave hours accrued will be allowed to borrow up to 40 hours of sick leave during the period of exclusion. A request form is available through Angie or Brad for those employees with insufficient sick leave that would like to borrow hours. Upon return, the employee will not be eligible to receive sick leave with pay until the sick leave balance is restored. An employee who leaves Village employment will have the compensation for the paid sick leave owed the Village deducted from the final paycheck and will be expected to pay back any balance to the Village.

Village Hall Closure:

The Village may decide to close down non-essential services during a period of time. For those employees that perform a non-emergent service, those employees will not report to work during this period of time of closure. Supervisors/department heads will be responsible for notifying the employees that do not need to report to work. If an employee is told they should not report to work, the employee will continue to receive their regular pay for that day.

Work from Home:

With permission from employee's supervisor/department head, employees may be allowed or required to work from home. Supervisors/department heads should work with Brad and Camera Corner to ensure the employee has the appropriate computer, phone access, etc.

COMMUNICATION WITH EMPLOYEES

In the event of shutdown of certain Village services, the Village will be keeping employees up to date on the Village's Website, Facebook page and through e-mail. Please monitor those places daily.

FAQ's

1. ***What do I do when an employee says that someone in their family, or living in their household, has COVID-19?***

Inform the employee to stay home. The Village will reach out to Brown County Health Department. 391-6940.

2. ***How do I know when the employee is to be allowed to return to work?***

If diagnosed with COVID-19 employees should work with their medical provider and the health department to determine when it is safe to return.

3. ***Is this a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)?***

No. HIPAA provides protection of personal health information. It does not prohibit an employee from providing information to his/her employer. It is the healthcare provider's responsibility to obtain consent from the employee prior to releasing any protected health information.

4. ***What if the employee does not have any/enough sick leave accrued?***

Employees who are eligible for sick leave benefits (including newly hired employees in their initial probationary period), will be allowed to borrow up to 40 hours of sick leave during a period of exclusion. An employee who has been allowed to borrow, or "go negative", in his/her sick leave account will not be able to access future sick leave hours until the full balance that was borrowed has been restored.

5. ***Can a healthy employee refuse to come to work, or perform job duties because of a belief that by doing so, he or she would be at an increased risk of catching COVID-19?***

If an employee doesn't feel comfortable working they may request approval from their supervisor/department head to use available leave time, other than sick time. (i.e. vacation, comp. time, unpaid time, etc.) The employee may ask for permission to work from home.

6. ***Can an employee receive FMLA leave because of COVID-19?***

FMLA may be concurrently approved or designated in accordance with State and Federal laws and Village of Allouez's FMLA policy. The employee is required to provide the appropriate medical certification to document the serious health condition of him/herself or a qualifying family member, and must give appropriate notice according to the laws and policy. For FMLA questions call Human Resources.

7. ***During a COVID-19 outbreak can my supervisor cancel my vacation time off request that has already been approved?***

Yes, your supervisor has the authority to cancel any pre-approved vacation request, especially in situations where there are serious staff shortages as a result of illness.

8. *What assistance is available to me to help me cope with the emotional impact of a COVID-19 outbreak?*

The Village of Allouez provides resources to help employees and eligible dependents cope with these and other types of life events through its Employee Assistance Program (EAP). Call 403-7600 (24 hours a day, 365 days a year). The EAP provides confidential, short-term counseling at no cost to the employee.