

2020- \_\_\_\_\_

**RESOLUTION ADOPTING INFECTIOUS DISEASE CONTROL POLICY  
AND COVID-19 POLICY SUPPLEMENT**

**WHEREAS**, on March 6, 2020, the Governor of the State of Indiana declared a public health emergency exists throughout the State of Indiana as a result of coronavirus disease 2019 (“COVID-19”) outbreak;

**WHEREAS**, on March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 to be a global pandemic, and on March 13, 2020, the President of the United States declared a national emergency with respect to the virus; and

**WHEREAS**, in order to ensure the Town has policies in place to responsibly and effectively provide for the protection of its employees and officials as well as the community in general and to further ensure the Town’s compliance with applicable federal, state, and local laws, the Town Council, as the Town executive, has determined it necessary to formally adopt and implement a policy generally addressing infectious disease control as well as a temporary, supplemental policy to address temporary benefits and procedures concerning COVID-19 for Town employees,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Town Council now adopts the Infectious Disease Control Policy and Supplemental COVID-19 attached to this Resolution as Exhibit “A,” which is incorporated into and made a part of this Resolution by virtue of this reference.; and
2. This Policy and the Supplemental Policy shall become effective on this date.

ALL OF WHICH IS RESOLVED this 1<sup>st</sup> day of April, 2020.

**Town Council of Long Beach, Indiana**

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Robert LeMay, President

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Nick Meyer, Vice-President

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John Kocher, Member

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Mary Lou McFadden, Member

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John Wall, Member

Attest:

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William S. DeFuniak, Clerk-Treasurer

## **EXHIBIT “A”**

### **Town of Long Beach, Indiana**

#### **Infectious Disease Control Policy**

The Town of Long Beach, Indiana (“Town”) will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of The Town of Long Beach Indiana during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

#### **Preventing the Spread of Infection in the Workplace**

The Town of Long Beach Indiana will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated by the Town Council to monitor and coordinate events around an infectious disease outbreak, as well as to monitor and create work rules that could be implemented to promote safety through infection control. The Committee will consist of the HR Committee and the President of the Town Council.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install various alcohol-based hand sanitizers and disposable wipes throughout the workplace and in common areas, subject to the availability of supplies.

During an infectious disease outbreak, the Town’s employee attendance and leave policies as published in the 2017 Employee Handbook will remain in place, subject to any new or temporary benefits made available or otherwise mandated by law.

Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop personal and medical contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

#### **Limiting Travel**

All nonessential travel during an infectious disease outbreak should be avoided until further order or notice from the Town or appropriate authorities. Employees who travel as an essential part of their job should consult their supervisor on appropriate actions. Business-related travel outside LaPorte County will not be authorized until further notice.

Employees should avoid public gatherings when possible. Alternative scheduling options will be provided on a case-by-case basis. Contact your supervisor for more information.

### **Work from Home**

Work from Home requests will be handled on a case-by-case basis. While most Town employee positions will not be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.

### **Staying at Home When Town Is Closed Down**

Employees may use vacation time, sick pay, and apply for a personal leave of absence.

### **Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid and unpaid time off and other benefits to protect employees who are unable to work due to illness. These benefits include: Employee Sick Pay, Family/Medical Leaves of Absence (FMLA), Vacation Time, Personal Leaves of Absence, Short Term Disability and Long-Term Disability.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, body aches, headache, chills and fatigue. Employees who report to work ill will be sent home in accordance with these health guidelines.

### **Returning to Work After Home Isolation**

The decision to discontinue home isolation should be made based on applicable Centers for Disease Control and Prevention guidance.

### **Requests for Medical Information and/or Documentation**

In general, we will not request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, or to verify that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought. The Town of Long Beach retains the right to request documentation from you and your health care provider.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to supervisors, Town Council Members and government officials as required by law unless otherwise authorized in writing by the subject employee.

## **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

The Town has implemented the following social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday*, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in areas where people normally socialize.
5. Bring lunch and eat at your desk or away from others.
6. Encourage town residents and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have materials and information ready for fast pick-up or delivery.

### *Outside activities*

Employees are encouraged to the extent possible to: Avoid recreational or other leisure classes, meetings, activities, etc., where employees might encounter contagious people.

## Town of Long Beach, Indiana

### SUPPLEMENTAL

## Infectious Disease Control Policy Regarding COVID-19

### 1. Families First Coronavirus Response Act- Temporary Benefits

The temporary benefits below are in addition to current town employee benefits.

The **Families First Coronavirus Response Act (“FFCRA” or “Act”)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. **These provisions will apply from the effective date through December 31, 2020.**

Generally, the Act provides that covered employers must provide to **all employees**:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**:

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay* where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.

### Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work **(or unable to telework)** due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

#### **Duration of Leave:**

**For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

#### **Calculation of Pay:**

**For leave reasons (1), (2), or (3):** employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).

**\*NOTE:** This document is provided as a summary of the employee benefits contained in the Families First Coronavirus Response Act. Specific rules and regulations from the Department of Labor will be issued in April 2020. Please refer to Department of Labor communications to more clearly understand the exact provisions of the Act. Any provisions of this policy that conflict with or violate any federal, state or local law will revert to the provisions of the relevant federal, state or local law.

## **2. Discontinuing Home Isolation for People with Suspected or Actual Coronavirus**

For Persons with COVID-19 Under Home Isolation:

According to the CDC the decision to discontinue home isolation should be made in the context of local circumstances. Options now include both 1) a time since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) a test-based strategy.

### **Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy) \***

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,

At least 7 days have passed since symptoms first appeared.

### **Test-based strategy**

A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that only one swab is needed at every sampling.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

Resolution of fever without the use of fever-reducing medications **and**

Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**

Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart\*\*

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Footnote

\*This recommendation will prevent most, but may not prevent all instances of secondary spread. The risk of transmission after recovery is likely very substantially less than that during illness.



\*\*All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available.

See linked material for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>