

WASHINGTON TOWNSHIP

COVID-19 POLICY

Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

The Coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

Scope

This coronavirus policy applies to all employees.

Policy Statement

Here, we outline the required actions employees should take to protect themselves and their co-workers from the potential coronavirus infection.

Policy Procedure

The Families First Coronavirus Response Act states (3):

- Public works personnel are within the definition of emergency responders all of whom may be excluded from Paid Sick Leave or Expanded Family and Medical Leave by their Employer under FFCRA.

CDC Guidelines for Implementing Safety Practices for Critical Infrastructure Workers (1):

Washington Township is considered a critical infrastructure. According to CDC the following guidance has been put in place for critical infrastructure workers who may have had exposure to a person with suspected or confirmed COVID-19(2).

- CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19 provided they remain asymptomatic and additional precautions are implemented to protect them and the community.
- A potential exposure means being a household contact or having close contact within six (6) feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.
- Critical infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Pre-screen: Before coming to work you must take your temperature and it must be less than 100.4 without using any fever reducing medications.
- Regular monitoring: Self-monitor for symptoms (fever, persistent dry cough, shortness of breath)
- Wear a mask: A mask must always be worn while in the workplace for 14 days after last exposure.
- Social distancing: Maintain six (6) feet and practice social distancing as work duties permit.
- Disinfect & Clean workspaces: Clean and disinfect all equipment, tools, restrooms, and common areas routinely.

General hygiene rules:

- Wash your hands often for a minimum of 20 seconds using soap and hot water. When hand washing is not available use hand sanitizer often.
- Cough/sneeze into your sleeve, preferably your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open windows/doors to provide open ventilation.
- Avoid touching your face, particularly your eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

You must be tested if the following occur:

- You have been in contact with someone who has tested positive and you are showing symptoms.
- If you begin to show symptoms of fever over 100.4 for more than two days, have a persistent dry cough, or shortness of breath.

After testing follow these steps:

- Do not return to work until the results of your test are received. You will be paid up to three days. PTO leave must be used after three days. Forward results of your test to office as soon as they are received.
- If results are negative, follow the procedure above.
- If results are positive you will need to quarantine for 14 days.

Sick pay & leave:

- If you are asked to leave work to be tested, you will be paid until the end of your shift.
- In the event you are advanced PTO and terminate employment you will be required to pay back any advanced PTO.

- If you are COVID-19 positive PTO must be used for the time off due to quarantine until you become eligible for short term disability. If you do not have sufficient PTO to cover that time you will be advanced additional PTO leave for up to 10 days (80 hours) after signing re-payment agreement.
- If you are COVID-19 negative and choose to self-quarantine PTO must be used, if you do not have sufficient PTO accrued, you will be advanced additional PTO leave for up to 10 days (80 hours) after signing re-payment agreement.
- Workers who are home under quarantine are asked not to go shopping or socialize during work time and are asked to stay home unless absolutely necessary.

Resources:

1. PMAA: Pennsylvania Municipal Authorities Association, November 10, 2020.
<https://www.municipalauthorities.org/slide-show/covid-19/#ResponsePlan>
2. CDC: Centers for Disease Control and Prevention, November 10, 2020.
<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
3. US Department of Labor, November 10, 2020.
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#57>