

Infectious Disease Control

Policy Statement – Town of Cortlandville will take proactive steps to protect the workplace in the event of an infectious disease outbreak or declared pandemic. It is the goal of the Town 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.

Town of Cortlandville 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 will provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, copiers, door handles and railings, as well as shared tools and equipment. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute these protocols daily. We ask all employees to cooperate by 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 and nose whenever you sneeze or cough; and discarding used tissues in wastebaskets. It's important to note that these guidelines are subject to change based on state and local guidance, and the pandemic itself.

Unless otherwise notified, our normal attendance and leave policies will remain in place and/or will be modified as required by any federal, state or local ordinance, order or regulation that is enacted specifically for the infectious disease outbreak. If such policies do not address an employee's particular challenges, the employee should take steps to develop necessary 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.

Personal Protective Equipment - The Town of Cortlandville maintains adequate supplies of recommended personal-protective equipment, such as face masks and anti-bacterial hand sanitizers, throughout the workplace and in common areas.

Limiting Travel - All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States or to identified trouble spots, may need to be restricted or suspended until further notice. Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Staying Home When Ill - During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms associated with a currently prevalent virus or disease. Examples may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The Town will follow the Centers for Disease Control and Prevention (CDC) guidelines and will communicate these guidelines to all employees. Employees who report to work ill will be sent home in accordance with these health guidelines. Employee health screening may also be conducted in accordance with applicable federal and state regulations.

Employees will be required to use accrued paid sick time and other benefits when unable to work due to illness.

Requests for Medical Information and/or Documentation - If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent; to show whether and how an absence relates to the infection; and to know 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.

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 individuals on a need to know basis only. Disclosure will be made by the Bookkeeper to the Supervisor (Confidential Bookkeeper) only.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks - In the event of an infectious disease outbreak, the Town of Cortlandville may implement these 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 with multiple persons in offices, conference rooms, kitchens, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your workstation or away from others (avoid lunchrooms and crowded restaurants). Properly clean the area when finished.
6. If orders and/or materials must be exchanged, have them ready for fast pick-up or delivery.

Duty to Comply with Guidelines - It is expected that all employees will assist the Town of Cortlandville in upholding and enforcing guidelines established by local and federal government agencies for the health, and well-being of our employees, our customers, and our communities. Ignoring and/or acting contrary to these guidelines and expectations could result in disciplinary action up to and including termination.

Employee Name

Employee Signature

Date