

POLICY 2020-2

CONTAGIOUS/INFECTIOUS RESPONSE POLICY

PURPOSE: The purpose of this policy is to establish a formal procedure to address any contagious or infectious outbreak, to ensure the safety of the Village staff, and to ensure the continuous operation of the Village government.

1. INTENT AND DECLARATION OF POLICY

The intent of this policy is to establish guidelines and procedures to address any contagious or infectious outbreak, to ensure the safety of the Village staff, and to ensure the continuous operation of the Village government. This policy is being implemented in response to the recent outbreak of the Coronavirus disease (COVID-19), a respiratory illness that can spread from person to person. This policy, though, is being implemented to address COVID-19 and any other infectious or contagious pathogen. This document will continue to be updated if the policy should change.

2. DEFINITIONS

The following definitions are applicable throughout this Policy.

(A) "Village Operations Closure" shall be defined as a condition where the exposure to a contagious or infectious disease or pathogen creates an environment where Village employees could face an increased risk of exposure to a contagious or infectious disease or pathogen or increases the risk of an employee or Board member spreading a contagious or infectious disease or pathogen to another employee, board member or a non-Village individual.

(A) "Special Leave of Absence" shall be defined as a leave of absence for employees if the Village Administrator determines that the presence of employees at their work place increases the risk of exposure to a contagious or infectious disease or pathogen and increases the risk of an employee spreading a contagious or infectious disease or pathogen to another employee or a non-Village individual.

3. EMPLOYEE WORKING STATUS/LEAVE

(A) If the Village Administrator determines that conditions warrant that the Village close non-essential services due to a contagious or infectious disease or pathogen, he or she or his or her designee will declare that Village Operations Closure. Village operations will be altered to ensure the safety of the staff and general public. Responses to this condition may include the following:

1. Closure of the Village Office, as well as other Village offices
2. Suspension of certain Village functions
3. Providing for the delivery of Village services other than normal implementation.
4. Requiring that employees in non-emergency positions not 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. Supervisors and department heads will be responsible for notifying the employees that do not need to report to work.

5. Any other reasonable measures to ensure that Village operations be maintained in a reasonable and responsible manner.

(B) Special Leave of Absence for Non-Emergency Employees. If the Village Administrator declares a Village Operations Closure, but does not require employees to stay home, a Special Leave of Absence shall be granted to employees who are unable to report to work due to exposure to a contagious or infectious disease or pathogen, under the following conditions:

1. Employees who are sick, or who have been exposed to a contagious or infectious disease or pathogen, will be eligible to use sick leave or other available leave benefits.

2. 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 by those employees with insufficient sick leave that would like to borrow hours must be made to the Village Administrator.

3. Upon return, the employee will not be eligible to receive sick leave with pay until the sick leave balance is restored.

4. 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.

(C) Work from Home. With permission from employee's supervisor or department head, employees may be allowed or required to work from home. Supervisors or department heads should work with the IT department to ensure the employee has the appropriate computer, phone access, etc. No Special Leave of Absence will be granted under these conditions.

(D) Emergency/Essential Employees. In the event of a Village Operations Closure, all measures shall be taken by the Village Administrator and the respective Department Head to insure the safety of any personnel in an emergency or essential position, specifically the Police Department and the Public Works Department. If an emergency/essential employee is diagnosed with a contagious or infectious disease or pathogen, they shall be eligible for a Special Leave of Absence under Section B above.

(E) Communications 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, Village's Facebook page and through Village e-mail. Please monitor those places daily.

4. CONTINUITY OF GOVERNMENT

Nothing in this policy shall be construed as superseding Section 11 (Continuity of government) of Chapter 5 (Administration of Government; Organization of Village), and no application of this policy shall be in violation or contrary to said Ordinance.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on _____, 2020.

Richard Heidel, President, Hobart Village Board

Attest:

Aaron Kramer, Administrator, Village of Hobart, WI

Mary R. Smith, Village Clerk-Treasurer, Village of Hobart, WI