

VILLAGE OF JACKSON COVID – 19 POLICY & PROCEDURE MANUAL



Village of Jackson

July 29, 2020

*(NOTE: This is a working document and procedures are subject to change as CDC,
State & County Guidelines change.)*

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I. Introduction

The COVID-19 outbreak has in the span of less than ninety days, impacted the Village of Jackson in an unprecedented manner. The Village moved quickly and aggressively to protect residents and employees by closing certain of its facilities as of March 16. Most departments have been able to maintain key Village services despite some having to work remotely from home or with minimal staffing on site. The impending challenge for Village Staff is how to safely reopen Village facilities to the public without jeopardizing the health of Village personnel and members of the public.

II. Objective

To establish a consistent and comprehensive approach for a safe environment in Village facilities while protecting residents and employees.

III. Statement on Re-Opening of Village Offices

To achieve a safe environment of Village offices and buildings to the public requires a comprehensive approach that includes the following elements that have been developed.

A. Protecting the Health of Residents

With this objective in mind, the Village of Jackson worked to establish the best practices for each individual department to ensure adequate precautionary measures for the public within their facilities. The measures are outlined below.

- Advertise and encourage alternate transaction methods
 - Drop-box locations
 - Online/Electronic Options
 - U.S. Postal Service
 - Telephone
- Installation of Plexiglass shields at service counters
- Lobby furniture spaced or removed to encourage social distancing
- Posted signage noting CDC/Health Department practices
 - Recommending face coverings, hand washing, etc.
 - Social distancing
 - No entry if symptomatic
- Limitations on in-person transactions or meetings
- Amenity-specific protocols established (i.e. shelter/room rentals, tours, cleanings, etc.)
- Public information efforts to encourage healthy habits, to advertise services available for those who do not wish to leave their home, and to communicate updated practices, schedules, and operations.
 - Website
 - Social Media
 - Informational signage at each facility

B. Protecting the Health of Employees

Protecting the health of all employees requires that additional best practices and protocols be instituted. Varying by facility/department, the following outreach, physical improvements, and protocols will be implemented by the Village.

- 1. Employee Education** – All Village employees will receive direct communications on how to protect themselves and others in the workplace from the potential for transmission of COVID-19.
- 2. Personal Protective Equipment** – Employees will be provided with personal protective equipment (PPE), including gloves and masks as appropriate to their job activities. Masks are optional when sitting at a desk/workstation or general movement around the office. Gloves are available for use when exchanging money, documents, or articles with a member of the public. The Police and Fire Departments will establish PPE protocols specifically applicable to their employees responding to calls for emergency services. The Village reserves the right to update these requirements as needed.
- 3. Barriers** – Plexiglass guards installed at all service counters where social distancing is not achievable as a physical barrier to the person-to-person transmission of COVID- 19.
- 4. Hand Sanitizer** – Village facilities will maintain a supply of hand sanitizer available for use by employees and visitors.
- 5. Social Distancing** – All employees are advised to practice social distancing (minimum 6-feet) to the extent practicable. The Village will accommodate the spacing of workstations and other facility modifications, if possible. Employees whose job duties allow for working remotely may establish a telecommuting work schedule in conjunction with their Department Head. The Village Administrator has final review and approval authority over telecommuting work schedules. Refer to the Village of Jackson Employee Manual for the telecommuting form and time off details.
- 6. Cleaning/Disinfecting of Facilities** – Along with their customary cleaning duties, the Village’s contracted janitorial services provider will be conducting wipe downs within facilities. In conjunction, staff should continue to wipe down their workstations and nearby points of contact throughout the workday. The Village is prepared to have areas where there has been contact involving an individual known to be COVID-19 positive disinfected by a service provider that specializes in this level of cleaning.
- 7. Cleaning/Disinfecting of Tools and Equipment** – Should any sharing of tools, equipment, and/or vehicles be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Disinfecting wipes and other disinfecting products will be supplied to employees for this purpose.
- 8. Visitors** – Staff shall conduct business with vendors, consultants, co-workers and/or residents via telephone or online meeting platform to the extent practicable.
- 9. Signage** – To ensure there is proper observance of protocols in place for the safety of employees and residents, signage will be placed on the exterior and interior of Village facilities. Examples include but are not limited to; social distancing floor decals, occupancy guidelines, face covering recommendation signage. Signage

recommending (not requiring) that visitors wear a mask while inside a Village facility, if they are medically able to tolerate a face covering, will be placed at all facilities.

10. Health Monitoring – Every Village employee reporting for work is expected to self-monitor and report any symptoms they may be experiencing immediately. Employees who believe they have been in contact with a COVID-19 patient must report said contact to their supervisor. Monitoring procedures vary by department. The Village reserves the right to enact a more comprehensive health monitoring process at any time as needed.

Department Heads and Supervisory staff have the authority to send a sick employee home at any point during the workday or disallow a sick employee from reporting to work. Employees off work due to COVID-19, under FFCRA, will have up to 80 hours of sick time covered by the Village. After 80 hours, if more time is needed, said employee will have the option to utilize any form of their accrued time off benefit (i.e. vacation, compensatory time, personal time, or sick time.)

It is paramount that all employees are forthcoming and truthful with their self-monitoring and reporting efforts. Because of the significant risk of endangering the workforce, employees who do not report either their own symptoms or their exposure to a person that has tested positive for or exhibited symptoms of COVID-19, may be subject to discipline measures up to and including termination.

11. Response to a COVID-19 Exposure/Infection Report in the Workplace

Employees who:

- have tested positive for COVID-19
- have had direct exposure with an individual who has tested positive (Exposure defined by the CDC's 6-15-48 rule: within 6 FEET for 15 MINUTES within the past 48 HOURS)
- are without a diagnosis but appear to have symptoms upon arrival to work
- who become sick during the workday

Said employee will be immediately separated, sent home, and requested to seek medical attention. The supervisor shall immediately contact Human Resources or the Village Administrator.

The worksite/building of the sick employee will be closed for a minimum of 24 hours, after which a professional cleaning company will respond to disinfect the employee's workspace and other high-touch areas frequented by the sick employee. Non-essential employees will be sent home, with pay, during the period of closure for required cleaning.

The Department Head/Supervisor of the sick employee must immediately begin contact tracing with the employee via phone, following the CDC tracing guideline of 6-15-48:

- Request symptomatic/infected employees to identify others who worked within 6 FEET of them, for 15 MINUTES, within the 48 HOURS prior to the individual showing symptoms, or later. Keep in mind, impacted individuals may not be direct employees but vendors, contractors, colleague, participants, residents, or clients.

Employees potentially exposed based upon the 6-15-48 rule will be instructed to remain home in quarantine 14 days, telework if possible, and self-monitor for symptoms. **If symptoms present, seek medical attention!** Please refer to Section 12 for Return to Work Guidelines.

Upon reopening of the exposed worksite remaining employees will be subject to a twice daily temperature check for the 14-day period following the recorded date of exposure. Employees must have their temperature checked prior to entering the workplace each morning and again mid-day. Employees will be sent home to self-monitor if:

- Temperature reads 100.4 or higher on two back-to-back checks, separated by 10 minutes between reads.

Failure to comply twice daily temperature checks will result in denied entry to the workplace and immediate disciplinary measures.

Emergency services workers (i.e. Police, Fire, EMTs, Paramedics) who have had an exposure without the protection of PPE but remain asymptomatic, should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Each employee's temperature should be taken and symptoms assessed prior to starting work. Temperature checks should occur before the employee enters the facility.
- **Regular Monitoring:** Provided the employee doesn't have a temperature or symptoms, they should self-monitor during the workday.
- **Wear a Mask:** Employees should wear a face mask **at all times** while in the workplace for 14 days after last exposure. Facemasks are available at all worksites.
- **Social Distance:** Employees must maintain a minimum distance of 6 feet and practice social distancing as work duties permit in the workplace. Minimize shared objects/tools and disinfect between every use. Also, avoid breakrooms and other crowded areas.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, restrooms, common areas, and shared electronic equipment routinely.

Further, in the event of a confirmed infection in the workplace of an Emergency Services Department, said department will not be shut down; rather a professional cleaning will be facilitated in a manner that only maintains departmental operations to the extent practicable but also ensures employee safety. Supervisors will still need to perform contact tracing and implement temperature checks for the 14-day period immediately following the recorded date of exposure.

12. Returning to Work Guidelines – To help protect the workforce and public from potential exposure to COVID-19, the following Return to Work guidelines have been established in accord with CDC and Health Department feedback. This section sets forth expectations for both the employee and employer.

A. Personal Out of State Travel

- Employees shall notify their Department Head of any planned out of state travel and shall follow the Section 4.08(A) Public Health Emergency Vacation Time Policy in the Village of Jackson Employee Policy Manual.

B. Employee Suspected or Confirmed as a COVID-19 Case

An employee will be considered to have a SUSPECTED case of COVID-19 if:

- Employee is experiencing any of the following COVID-19 symptoms: fever, shortness of breath, and/or continuous cough; **or**
- Employee is experience at least **two** of the following COVID-19 symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or loss of taste or smell.
- An immediate family member or a person whom the employee is residing with has tested positive for or exhibited symptoms of COVID-19; **or**,
- In the last fourteen (14) days, the employee has been exposed to a person who has tested positive for COVID-19.

RETURN TO WORK in the case of a SUSPECTED or CONFIRMED case of COVID-19 (per the July 22, 2020 Washington/Ozaukee Health Dept. Revised Guidelines), should remain in isolation until

- At least **10 days** have passed since symptoms first appeared, **AND**
- At least **1 day (24 hours)** have passed since recovery. Recovery is defined as resolution of fever without the use of medicine that reduces fevers, **AND** other symptoms have improved

An employee will be considered to have a CONFIRMED case of COVID-19 only if they have tested positive for COVID-19. Those who test positive must isolate a minimum of 10 days since symptom onset **AND** at least 24 hours without symptoms.

Return to work rules for Police Officers and Firefighters/EMTs will be administered in accordance with Center for Disease Control (CDC) guidelines for first responders, as amended.



JACKSON AREA COMMUNITY CENTER

COVID-19 Exposure Plan - Recreation Programs

Employee with Symptoms, Exposure to a Positive Test, or Tests Positive

RETURN TO WORK in the case of a **SUSPECTED** or **CONFIRMED** case of **COVID-19** (per the July 22, 2020 Washington/Ozaukee Health Dept. Revised Guidelines), **should remain in isolation until**

- At least **10 days** have passed since symptoms first appeared, **AND**
- At least **1 day (24 hours)** have passed since recovery. Recovery is defined as resolution of fever without the use of medicine that reduces fevers, AND other symptoms have improved.

An employee will be considered to have a CONFIRMED case of COVID-19 only if they have tested positive for COVID-19. Those who test positive must isolate a minimum of 10 days since symptoms onset AND at least 24 hours without symptoms.

Participant Exposure to a Positive Test or Tests Positive

- If a participant has symptoms of COVID-19, they should not attend the recreation program for 10 days or until the symptoms no longer exist.
- If a participant appears to have symptoms of COVID-19 while attending a program, staff will ask them to leave the program immediately and/or notify the parent to pick them up. They should not attend the recreation program for 10 days or until the symptoms no longer exist.
- If the participant tests positive for COVID-19, they shall not attend the program until they **provide proof of a negative COVID-19 test** or **10 days** have passed and the participant has been fever-free for **1 day (24 hours)** without the use of fever-reducing medicine and otherwise symptom-free of COVID-19. The Community Center will be closed for 24 hours, so that deep cleaning and sanitizing can occur. Notices will be sent to program participants, all staff, and all other groups utilizing the JACC at the time of infection.

Notification Process to Staff and Participants

If a positive case has occurred within a recreation program, management will notify all program staff and program participants with the following language:

“An individual involved with the (insert program name here) has tested positive for COVID-19. The individual has been instructed to stay home and will not return to the program until they provide proof of a negative COVID-19 test result; or 14 days have passed and the individual has been fever-free for three (3) days without the use of fever-reducing medicine and otherwise symptom-free of COVID-19. The Jackson Area Community will have a 24-hour shutdown for cleaning and sanitizing. The program will continue (insert the date after the 24hrs here).”

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AUTHORIZATION

To Disclose COVID-19 Diagnosis

I understand that the Americans with Disabilities Act, the Family and Medical Leave Act, and other privacy laws prohibit my employer from disclosing my medical/health information. In the interest of the health of my co-workers and others with whom I may have had contact on my worksite, however, I authorize representatives of the Village of Jackson to disclose to employees at my worksite, that I have tested positive for the COVID-19 virus or that I have been exposed to the virus. The Village of Jackson has advised me that I am not required to do so and that there would be no adverse consequences to my employment if I chose not to do so. Further, representatives of the Village of Jackson did not seek to coerce or pressure me to admit the disclosure.

Signature of individual

Date

Printed name of the individual

SIGNING THIS AUTHORIZATION FORM IS VOLUNTARY



CONTACT TRACING

What has your work schedule/workday been like the last 14 days (i.e. what percentage of the days were spent on which tasks and in which areas/locations)

With whom did you work in close proximity, following the 6-15-48 rule (within 6ft. for 15 min. within the last 48 hours)?

Have you shared equipment or worked on products or projects with other employees in the last 14 days? If so, where and with whom?

Have you attended any company meetings on or offsite in the last 14 days? If so, when, where, and with whom?

Have you met any clients/customers/vendors or other business partners in the last 14 days, whether on or offsite? If so, whom?

POST EXPOSURE EMPLOYEE TEMPERATURE LOG

EMPLOYEE NAME: _____

DAY	DATE	SYMPTOMS	TEMPERATURE AM	TEMPERATURE PM
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				