No. 20-03-11

TITLE: Contagious Disease Outbreak Policy

PURPOSE: In order to aid in protecting the health and safety of employees and the work environment, the City of Upper Arlington has adopted the following procedures specifically to help reduce the potential for, or actual exposure to, contagious disease outbreaks, such as the COVID-19, Influenza or other viruses with the potential for creating a pandemic.

DISTRIBUTION: All Staff

ACTION: The City Manager is hereby adopting the following policy to be administered, which supersedes and replaces any Administrative Memoranda or Personnel Rules prior to March 2020.

RETENTION: Until such time it is amended or modified

I. §155.17 Serious Disease Policy
   A. Under these procedures, anyone displaying flu-like symptoms will be treated in a manner consistent with a serious health condition. This Memorandum is exercising the City Manager’s authority set forth in an operational plan that delineates procedures for furthering workplace and community health and safety in the case of a contagious disease outbreak.
   B. The City of Upper Arlington will monitor guidance and recommendations from the Centers for Disease Control (CDC) and World Health Organization (WHO), as well as state and local health officials, and may revise this policy as more information becomes available.
   C. Nothing in this Administrative Memorandum is intended to overrule or usurp the procedures set forth in the Emergency Incident Management Plan.
   D. It is the policy of the City that employees suffering from serious or life-threatening diseases be permitted to work as long as they are physically and mentally able to perform their job without undue risk to themselves, fellow employees or the public. The City Manager reserves to right to disallow an employee from working if he determines it will serve to preserve the health, safety and welfare of the City or employees.

II. Procedure for Leave
   A. Employees who exhibit flu like symptoms or other symptoms identified by the CDC must use reasonableness and follow public health recommendations when
determining whether to report to work. The City Manager reserves the right to
disallow an employee from working due to illness or symptoms that may place
employees, the public or the City at risk. By policy, and as contained in the collective
bargaining agreements, an employee is ordinarily entitled to use sick leave with pay
or without pay for the following reasons:

1. When the employee’s performance of duty is prevented by sickness, injury or
disability.

2. When the employee’s presence is required to provide medical care for a
member of his/her immediate family.

B. In addition to the procedures outlined in III (A), employees who are unable to
perform their jobs from home may use sick leave as appropriate in the following
situations:

1. In the event that schools or daycare centers close due to an infectious disease
or a public health recommendation, preventing employees from attending
work because of childcare needs. The employee shall provide appropriate
documentation supporting this request. The City Manager reserves the right to
require employees to work based on their job duties. Employees in public
service, safety forces, and executive employees should receive permission in
advance to address a request to be absent. This memorandum is not intended
to conflict with collective bargaining agreements, but to address exigent
circumstances under the City Manager’s authority.

2. In the event the City Manager determines that it is in the best interest of
employees and the public health to significantly limit City operations.

C. Sick leave and all other leave benefits may be used for an infectious disease or
pandemic virus and must be used consistent with the personnel rules or collective
bargaining agreement, and the City Manager reserves the right to require leave
certification where applicable.

D. Employees who have not accrued enough paid leave time (i.e. sick, vacation,
personal, comp time, holiday) may request a leave of absence consistent with the
personnel rules and the collective bargaining agreement.

E. A request for Donation Leave may be requested consistent with the Administrative
Memorandum or as provided by the collective bargaining agreement.

F. When an employee becomes ill or an immediate family member becomes ill and the
employee decides to stay home to care for the family member, the employee must
follow the appropriate medical guidelines (either issued by the CDC or other
presiding health agency) and stay home to minimize human contact.

G. Employees shall comply with the call-in policy as set forth in their department work
rules. If the supervisor is not available, employees must contact the Department Head
of Human Resources as a last resort.

H. All procedures governing sick leave and other leaves as stated in the personnel rules
and collective bargaining agreements remain in effect. Family Medical Leave Act
(FMLA) benefits for eligible employees will be concurrent with authorized leave.

I. Any employee required to be placed in quarantine by a medical doctor or public
health official during a state or federally declared state of emergency shall perform
his or her duties from quarantine to the fullest extent possible. If the employee’s
duties cannot be performed from quarantine, the City shall provide, and the employee
will undertake, remote training activities wherever possible. Employees shall provide
documentation of the need for medical quarantine. If, due to an illness, an employee
is unable to perform duties while in quarantine, leave must be used pursuant to
normal leave policies. The employee will be placed on paid administrative leave for
time off work due to a medically-mandated quarantine if job duties cannot be
performed from quarantine and remote training opportunities are exhausted and/or
unavailable.
J. Any questions regarding this policy can be directed to Human Resources

III. Prevention of Illness
A. The City encourages employees and volunteers performing work for the City to
adhere to the guidance of the appropriate medical guidelines (CDC or other presiding
health agency) in order to minimize your risk of becoming sick with a contagious
disease outbreak, such as the COVID-19, Influenza or other viruses with the potential
for creating a pandemic.
B. The CDC recommends four basic but important prevention techniques:
   1. Practice good hygiene by washing your hands often with soap and water for
      20 seconds, especially after coughing or sneezing. Alcohol based (at least
      60%) hand cleaners are also effective. Frequently clean commonly used
      surfaces such as doorknobs, cabinet handles, keyboards, countertops, faucets
      and bathroom areas.
   2. Cover your mouth and nose with a tissue when you cough or sneeze, and then
      safely dispose of the tissue. If you don’t have a tissue, cough or sneeze into
      your clothed covered elbow or shoulder, not into your hands. Avoid touching
      your eyes, nose, or mouth.
   3. Stay home if you are sick, and for at least 24 hours after you no longer have a
      fever (100.4 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever
      (chills, feel very warm, have a flushed appearance, or are sweating), except to
      get medical care. This should be determined without the use of fever-reducing
      medications (any medicine that contains ibuprofen, acetaminophen, or
      aspirin). By staying home and away from others (“self-isolation”) while sick,
      even if you are taking antiviral drugs for treatment of the flu, you can prevent
      others from getting sick too.

IV. Distribution and Acknowledgement of Policy
This policy will be distributed to all City of Upper Arlington employees. Employees
are required to provide an acknowledgement of receipt and understanding of the
policy to the Human Resources Department.

The City Manager reserves the right to update, modify or rescind this Administrative
Memorandum at any time.

Printed Name – City Manager

Signature – City Manager

Date