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March 11, 2020

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Mr. Dale Thornton
City Administrator
City of Tiffin
51 E. Market Street
Tiffin, Ohio 44883

Re: Request for Information: COVID-19

Dear Mr. Thornton

As the exclusive bargaining representative of City of Tiffin employees, AFSCME, Ohio Council 8 is, like you, concerned that all measures possible be taken to ensure the health and safety of bargaining unit members in the event of a severe outbreak of COVID-19 in Ohio. AFSCME, Ohio Council 8 is prepared to work with you to communicate with bargaining unit employees about the requirements of any safety plan to be implemented in preparation for such an outbreak.

The CDC currently recommends employers actively encourage sick employees to stay home and not come to work until they are free from fever or other symptoms for at least 24 hours. The CDC also recommends that employers be more flexible in applying sick leave policies, such as not requiring employees to bring in a doctor's note for acute respiratory illness because health care providers offers may become overcrowded and unable to provide employees with documentation in a timely manner.

Additionally, the CDC recommends that employers begin to promote cough and sneeze etiquette and hand hygiene. In this regard it is important that sufficient supplies of hand soap and hand sanitizer be provided at all work sites in multiple locations including conference rooms, break surfaces such as workstations, computers, keyboards and counter tops.

Finally, the CDC recommends that employees who have contracted the virus or who have sick family members at home with COVID-19 should notify their supervisors and refer to CDC guidelines about how to conduct a risk assessment



of their potential exposure. Employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required under the Americans with Disability Act. Employees exposed to a coworker with COVID-19 should be referred to the CDC for guidance on how to conduct a risk assessment of their potential exposure.

While these general measures should all be put in place, the CDC also recommends that employers be prepared to implement strategies to protect their workforce while ensuring the continuation of “essential functions” or “critical operations” should public health officials call for social distancing. With this in mind, Ohio Council 8, AFSCME, AFL-CIO hereby request the following information:

1. Please provide the union with a list identifying the names and classification titles of all bargaining unit employees whom the employer has determined perform an “essential function” or are employed in a “critical operation” which would need to be continued even in light of a COVID-19 pandemic.
2. Please provide a copy of any plan, policy or procedure that addresses how the employer will limit or minimize exposure to COVID-19 between employees; between employees and contractors or suppliers and between employees and the general public in the event public health officials call for social distancing.
3. Please provide a list of any protective equipment and infection prevention and control supplies that the employer plans to provide employees who are ordered to continue to work in the event of a COVID-19 pandemic. The union recognizes that the equipment and supplies provided to employees may vary depending on the risk and duration of possible exposure to the virus.
4. Please provide a copy of any plan, policy or procedure that addresses how employees are to be trained on implementing measures to limit their exposure to COVID-19 on the job and to report possible exposure to the virus to their supervisor.

Again, AFSCME, Ohio Council 8 is prepared to work with you to keep employees safe and limit their exposure to COVID-19. Please submit this information to me via email at dblyth@afscme8.org. If you have any questions or concerns, please feel free to contact me at my office. I look forward to working with you to accomplish this shared goal.

Sincerely



Dave Blyth
Staff Representative

CC: File
Mike Tschanen, President, AFSCME Local 583