City of Gloucester

Coronavirus Response Plan Policy & Procedures

Policy: This policy is provided under the broader parameters of the City’s Health and Safety Policy to reflect our commitment to provide a healthy and safe workplace and to minimize risk of exposure to the infectious disease of coronavirus during the current national outbreak. In the event of an employee’s exposure to this illness, whether inside or outside the workplace, this policy addresses standard procedures to follow.

Purpose: The Coronavirus Response Plan Policy is developed to provide procedures to protect employees and the public we serve from contracting coronavirus. Our objectives include: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health implications, (c) maintaining essential business operations, and (d) minimizing adverse effects on others in the Gloucester community.

Scope: This policy shall apply to all employees, elected officials, and volunteers in every municipal facility and the Sawyer Free Library. City Boards and Commissions are also encouraged to adopt this policy.

Authority:

- Occupational Health & Safety Act of 1970
- M.G.L. Chapter 149, section 6 & 6 ½
- Gloucester Code of Ordinances, Appendix C – Personnel Ordinance, Sec. 3-2

Procedures:

A. Employee Responsibilities:

1.) Stay informed of the facts to avoid panic. Access the City’s website for regular updated links to the Center for Disease Control (CDC) website and the Massachusetts Department of Public Health (DPH) website.

2.) Practice CDC Best Practices as precautionary measures to protect against the spread of the virus.
   - Stay home if sick (fever, cough or flu-like symptoms) or if you need to care for a sick family member.
   - Wash hands for 20 seconds frequently and use hand sanitizer.
   - Cover all coughs and sneezes with an elbow or a tissue, then dispose of the tissue and wash hands.
- Perform routine cleaning of your immediate work area, including shared and high touch surfaces.
- Practice social distancing.
- Avoid touching your face.

3.) Inspect your home for the potential set-up of a quarantine area which would protect the health and safety of other family members in your residence. CDC has issued guidance on household protective measures: https://www.cdc.gov/coronavirus/2019-ncov/community/home/get-your-household-ready-for-COVID-19.html

4.) Follow your Employer’s instructions for any modifications of job duties, conferences, or alternative work arrangements to ensure a safe workplace.

B. Employer Responsibilities:

1.) Remind all employees feeling sick with a fever or flu-like symptoms to not come into work. Send home sick employees until a doctor has determined Fitness for Duty.

2.) Refer any employee concerned about potential exposure to discuss remotely their individual circumstances with their primary care physician.

3.) Increase the cleaning and sanitizing of all schools, City buildings and offices. The DPW has adopted a new cleaning protocol and purchased additional supplies.

4.) Each Department Head is reviewing the Department’s essential functions and means of service delivery if faced with high absenteeism or workplace closure.

5.) The Health Department will approve all updates to the City website with workplace news, CDC & DPH links.

6.) Encourage high risk employees to talk to their supervisors about potential job accommodations or alternative work assignments. We will be flexible.

7.) Maintain confidentiality about any actual illness or the reason any employee who may be working from home, is not at work.

8.) Follow the recommendations of Governor Baker in his State of Emergency declaration and Mayor Theken’s initiatives to control the risk of transmission in our workplace. The Mayor encourages staff to telework (when feasible, depending on essential job
functions) and some departments may be able to rotate staff in the office. Where possible, this will serve as a social distancing measure. Other measures include increasing physical space between workers at the worksite, staggering work schedules, virtual meetings and decreasing social contact in the workplace. The Mayor has directed us to limit large work-related gatherings and to limit non-essential work travel. The Health Department remains available to advise on the essential need for any meeting in question or any accommodations needed to our services to protect against the spread of coronavirus.

C. Workplace Closures:

In the event of a closed worksite or a modified staffing schedule in a City office, employees will be required to work remotely from home to the extent possible, as determined by the Department Head. Upon the submission of timesheets electronically to their supervisor, they shall remain eligible for regular pay.

D. Quarantine Procedures:

1.) Any employee concerned about his or her own exposure to coronavirus, either from travel to an infected country or from direct exposure to an individual who has been diagnosed as presumptive or confirmed positive, is advised to consult the primary care physician.

2.) If advised to self-quarantine by a physician, PCP or Public Health Official due to potential exposure, complete the Exposure Control Form electronically. This form is located on the City-wide shared “S” drive under Health & Safety. (A sample form is attached to this policy.) Under Reason for Quarantine (Select one), please check either:
   • DPH or local public health official told me to quarantine or isolate.
   • I am returning from an affected country or cruise.

   Under Infectious Disease, check Other. Under Summary, identify either the physician or public health official who recommended you self-quarantine as a precaution against spreading the disease. Submit the Exposure Control Form directly to Public Health Nurse Kelley Hiland, with a copy to Assistant HR Director Holly Dougwill for confidential processing.

3.) The Human Resources Department shall then approve a paid administrative leave for up to 14 calendar days, the incubation period for coronavirus, and will initiate a Personnel Action Form (PAF) back to the employee’s Department Head. During the period of paid administrative leave for quarantine, an employee may be expected to perform essential
job functions from home if possible. Job assignments will be made and monitored by the Department Head.

4.) Should you or an immediate family member in your home become sick with coronavirus symptoms while you are on quarantine, you must seek direct medical care immediately. In addition, you must notify your change in status to the Assistant Human Resources Director immediately. Upon receipt of this information, your status will be converted either to FMLA Leave or Workers Compensation/s. 111F leave and you will be required to follow standard procedures for medical documentation and use of sick leave benefits. In the event of your own illness, you will discontinue any work from home if so advised by your supervisor.

E. Coronavirus Illness Procedures:

1.) An employee who contracts coronavirus outside the workplace or from an unknown source remains eligible for all of the benefits provided by the Family and Medical Leave Act (FMLA) Policy. He or she may utilize paid sick leave or vacation concurrently with FMLA leave. Supervisors maintain the right to restrict work from home during illness.

2.) An employee who is determined to have contracted coronavirus from the workplace may be found eligible for either Workers Compensation or s. 111F leave benefits. He or she will qualify for the benefits provided in the respective policy and will follow the procedures so specified. Supervisors maintain the right to restrict work from home during illness.

3.) Any ill employee who experiences difficulty obtaining a required doctor’s note is advised to contact the Assistant Human Resources Director for assistance. Each instance will be addressed on a case-by-case basis. Medical documentation may be delayed or waived.

4.) Prior to a return to work following coronavirus, an employee will be required to produce a Fitness for Duty certificate from his or her treating physician.

5.) Employees are expected to follow the instructions of their Primary Care Physician regarding testing, safety protocols, treatment plans, etc.

6.) Human Resources will review the status of ill employees with inadequate sick leave balances on a case-by-case basis.
F. School Closings

During the coronavirus pandemic, employees may be absent from work due to increased childcare needs resulting from school or daycare closings. In such instances, an employee may elect to utilize accrued leave benefits. Depending on the requirements of each position, some employees may request supervisory approval to work from home.

G. Assistance

The City recognizes increased and very real stress experienced by employees due to the coronavirus pandemic and the resulting changes to our lives. As such, Human Resources remains available to discuss leave options or flexible modifications to job assignments or work schedules. In addition, employees and your family members are reminded of a free, confidential counselling service offered through our Employee Assistance Program (EAP). Mullen Consulting remains available for either a face-to-face or telephone conference. Please contact Direct line: 978-998-4624 or cell phone: 978-304-6551.

This policy is subject to change as more information becomes available.

3/16/2020
City of Gloucester
Exposure Report Form

Employee Name
Address of incident
Run number (if app.)

Date of Incident
Time of incident
Type of run (if app.)

Infectious Disease Exposure
Patient Address

Reason for Quarantine Select one:
Name of patient
Patient phone number
Time of exposure
Exposure substance(s) - Blood
Sputum

Route of exposure select:
ears
Feces
Urine
Vomit

Sweat
Saliva
Other

What part(s) of your body was exposed?

Hazardous Material Exposure

Name of material exposed to, if known
Route of exposure - select:
Were you decontaminated? no
Any adverse effects? When and Where?

Select state
Length of Exposure

Summary

Describe incident, treatment received, and any possible future safeguards.