

<b>CITY OF BARABOO</b>	POLICY TITLE: <b>EMPLOYEE COVID-19 POLICY</b>	
<b>TARGET AUDIENCE:</b> City Employees	<b>POLICY SOURCE:</b> Administration Department	<b>POLICY LOCATION:</b> City Website, City Clerk
<b>DATE APPROVED BY COUNCIL:</b> September 7, 2020 <i>(to be reviewed by Council no later than 12/31/20)</i>	<b>DATE AMENDED BY COUNCIL:</b>	<b>ATTORNEY REVIEW:</b> September 6, 2020

## SECTION 1 - PURPOSE

The City of Baraboo is fully committed to safeguarding the health and safety of all employees. For this reason, all City employees, regardless of position or authority, must comply with the following COVID-19 Policies including:

- Wearing a mask while working (some exceptions may apply)
- Practicing good hygiene
- Maintaining social distancing
- Communicating and hold meetings virtually (by phone or TEAMS) whenever possible
- Mandatory illness and exposure reporting

This Policy also authorizes the creation of **Temporary Paid Leave** of up to three (3) working days for any employee ordered to go home/stay home by a supervisor, Department Head or the City Administrator because of COVID-19 symptoms or because of a possible exposure to COVID-19. Because the pandemic is an evolving and dynamic situation, the City's response may change as we receive more information and understanding of the disease. The risks of the virus causing COVID-19 should be taken very seriously. The City will continue to monitor developments and may update this Policy as needed.

## SECTION II - POLICY

### **1.0 GENERAL.**

- 1.01 Term.** This Policy is effective immediately upon adoption by the Common Council and shall remain in effect until amended, superseded or terminated by the Council or other applicable legislation.
- 1.02 Applicability.** This Policy applies to all City employees, as defined by the City's Employee Personnel and Procedure Handbook, regardless of position or authority.
- 1.03 Amendments.** The City reserves the right to revise, supplement, rescind, or deviate from any of these policies or portions hereof from time-to-time as it deems appropriate. All changes other than minor changes, which are delegated to the City Administrator for revision, require approval by the Common Council.
- 1.04 Severability.** If any provision of this Policy is held invalid under any applicable law, such invalidity shall not affect any other provision of this Policy that can be given affect without the invalid provisions and, to this end, the provisions herein are severable.
- 1.05 Preemption.** If any of the policies contained herein are preempted by a local, state or federal law or order, the local, state or federal law or order shall take precedent.

**2.0 PROTECTIVE MEASURES POLICIES.** Except as otherwise stated below, employees are required to comply with the following protective measures policies.

**2.01 Social Distancing.**

- a. Maintain six feet physical distancing from others whenever possible.
- b. Not have any direct person-to-person contact (i.e., no hand shaking, no high fives, no fist bumps)
- c. Limit in-person meetings and use other means of communications such as Microsoft TEAMS, email and the telephone whenever possible.

**2.02 Face Coverings.**

- a. Wear face coverings whenever social distancing may not be possible, including in hallways, restrooms and meeting rooms.<sup>1</sup>
- b. Face coverings must cover the nose and mouth. Face coverings with an exhalation valve and plastic face coverings/shields are not permitted.
- c. The City will provide one free reusable facemask to any employee upon request.
- d. Employees are strongly encouraged to wash cloth facemasks daily by hand or machine using detergent. The mask should be fully dry before using. Employees are encouraged to have several facemasks so they can rotate for washing.
- e. Employees are prohibited from wearing facemasks that contain words or imagery that would be in violation of the City's Employee Personnel and Procedure Handbook.

**2.03 Exceptions.**

- a. During emergencies, and while employees are engaged in the performance of emergency related job duties, employees are not required to strictly adhere to Sections 2.01 or 2.02.
- b. An employee may request ADA accommodations to Sections 2.01 and 2.02 by contacting the City's ADA Coordinator or speaking to their supervisor or Department Head.
- c. A supervisor or Department Head may waive the requirement of some or all of the requirements under Section 2.01 and/or 2.02 if strict compliance would significantly interfere with the employee's job performance.

**3.0 PERSONAL HYGIENE POLICIES.** Except in emergencies or when significantly impractical, employees are required to comply with the following personal hygiene policies unless otherwise noted below.

**3.01 Handwashing.** Employees must wash their hands or use hand sanitizer, at minimum:

- a. At the beginning of each work day
- b. Before interacting with other employees or the public where the interaction involves physical contact with the employee or the public
- c. After touching your face covering
- d. After using the restroom
- e. Before and after breaks
- f. After sneezing, coughing or blowing your nose
- g. When hands are visibly soiled, and
- h. Prior to leaving work

**3.02 Cough and Sneeze Etiquette.** To help stop the spread of germs, employees are required to:

- a. Cover mouth and nose with a tissue when coughing or sneezing

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<sup>1</sup> Gov. Evers Emergency Order #1, valid through September 28, 2020 (as of August 27, 2020), requires masks be worn indoors even if social distancing is possible whenever two or more people are in the same enclosed space, with certain exceptions. Until the Emergency Order ends or is terminated, the Emergency Order preempts this Policy in the ways it is more restrictive than this Policy.

- b. Throw used tissues in the trash
- c. If you do not have a tissue, cough or sneeze into your elbow and not your hand

**3.03 CLEANING.** Employees must:

- a. Disinfect their high-touch personal spaces, including, but not limited to, phone, keyboard, mouse and desk, on a daily basis
- a. Disinfect meeting rooms, conference rooms, kitchen areas, etc., after employee use
- b. Request cleaning supplies from their supervisor when they are low
- c. Perform cleaning tasks as assigned
- d. Use proper disinfecting supplies

**4.0 ILLNESS/EXPOSURE POLICY.**

**4.01 Self-Monitoring Requirement.** Employees are **required** to self-monitor for symptoms of COVID-19 prior to coming to work and while at work.

**4.02 Employee Reporting Requirement.** Employees are **required** to report to their supervisor, Department Head or the City Administrator as soon as possible if any of the following occurs:

- a. Employee is diagnosed with or tests positive for COVID-19.
- b. Employee is advised or ordered to stay home by a health care professional or a Health Department due to COVID-19, with or without a COVID-19 diagnosis.
- c. Employee becomes aware of a possible exposure to COVID-19.
- d. Employee has or develops any of the following symptoms:
  - Fever of 100° F or higher
  - Unusual cough or sore throat
  - Chills
  - Unusual body aches/pain
  - Shortness of breath
  - Chest tightness
  - Congestion or runny nose
  - Unusual headache
  - Severe fatigue or exhaustion
  - Loss of sense of smell or taste
  - Unusual muscle pain
  - Nausea, vomiting, diarrhea

**4.03 Symptoms/Exposure To Covid-19.** If an employee reports having any of the above listed symptoms and/or that the employee was exposed to COVID-19, the employee **may** be ordered by their supervisor, Department Head or the City Administrator to go home/stay home. If an employee is ordered to go home/stay home:

- a. The supervisor/Department Head/City Administrator must immediately inform the City Clerk, who will provide the employee with the Federal Emergency Paid Sick Leave Benefit application and the FMLA application.
- b. The supervisor/Department Head/City Administrator shall call the City's Health Department<sup>2</sup> to determine whether the employee should remain home and/or get tested for COVID-19.
  - i. If the Health Department says the employee should remain home because of COVID-19 and/or get tested for COVID-19, or if the Health Department cannot be reached or

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<sup>2</sup> The Sauk County Health Department, per §11.01, City Code

declines to provide advice, the employee will be placed on **Temporary Paid Leave** for up to three regular working days<sup>3</sup> unless the employee is able to work remotely, the employee is on scheduled vacation leave, or the employee is on any other kind of leave.

- ii. If the Health Department or the employee's health care provider says the employee does not need to stay home or get tested for COVID-19, and this information is satisfactory to the City so that the employee returns to work, the employee will be paid his/her usual rate of pay for when the employee was ordered to go home/stay home, for no more than three regular working days, unless the employee was able to work remotely during the period, the employee used vacation leave, or the employee was on any other kind of leave.
- c. Except when medically unfeasible, if the employee has not returned to work within three (3) days of being ordered to go home/stay home under this Policy, the employee is required to either be tested for COVID-19 or seek medical care from their health care provider.
- d. Until permitted to return to work and after the three days of Temporary Paid Leave has been used (if applicable), the employee may use his/her accrued vacation leave, sick leave, approved Federal Emergency Paid Sick Leave or FMLA, or a combination thereof, in accordance with the City's Employee Handbook and any applicable state and federal laws.
- e. The employee shall not be allowed to return to work until the employee, satisfactory to the City at the sole discretion of the City Administrator or designee:
  - i. Provides a negative COVID-19 test result (unless Section 4.04 applies, in which case the employee must comply with ii or iii, below), and/or
  - ii. The Department Head/City Administrator and employee agree to modifications of the employee's work environment which may include, but not be limited to, the employee being required to wear a mask and gloves while working, and/or
  - iii. Provides written medical clearance to return to work from a health care provider or the City's Health Department.

**4.04 Positive COVID-19 Test/Medical Order or Advice to Stay Home.** If an employee reports testing positive for COVID-19, or if the employee receives an order or advice from a health care provider or a Health Department to isolate or self-quarantine, the employee will be **required** to go home/stay home. In this event:

- a. The supervisor/Department Head/City Administrator or designee shall immediately inform the City Clerk, who shall provide the employee with the Federal Emergency Paid Sick Leave Benefit application and FMLA application.
- b. Until permitted to return to work, the employee may use his/her accrued vacation leave, sick leave, approved Federal Emergency Paid Sick Leave or FMLA, or a combination thereof, in accordance with the City's Employee Handbook and any applicable state and federal laws.
- c. The employee shall not be allowed to return to work until the employee, satisfactory to the City at the sole discretion of the City Administrator or designee:

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<sup>3</sup> Based on the employees regular work schedule and at the employee's regular rate of pay.

- i. Provides written medical clearance from a health care provider or the City's Health Department to return to work, and this medical clearance is satisfactory to the City, or
- ii. The Department Head/City Administrator and employee agree to modifications of the employee's work environment, which may include, but not be limited to, the employee being required to wear a mask and gloves while working.

**4.05 Confidentiality.** Employees with knowledge of another employee's symptoms, illness, or exposure to COVID-19 are required to keep the information confidential except as may be permitted by the City Administrator or as required by law.

**5.0 ZERO TOLERANCE HARASSMENT POLICY.** Any employee reasonably suspected of harassing another employee for following any of the required policies contained herein shall be subject to discipline up to and including termination. Allegations of harassment will be investigated and acted on pursuant to the Employee Policy and Procedure Handbook.

**City of Baraboo**  
**MATRIX FOR ILLNESS/EXPOSURE/CHILDCARE**

	<b>WHAT MUST THE EMPLOYEE DO/ WHAT HAPPENS NEXT?</b>	<b>WHEN CAN THE EMPLOYEE RETURN TO WORK? (ALWAYS AT THE FINAL SAY OF THE CITY)</b>
If you receive a <b>positive COVID-19 test result</b>	<ul style="list-style-type: none"> <li>• <b>Do not come to work</b></li> <li>• <b>Inform your supervisor/Department Head/City Administrator immediately</b> <ul style="list-style-type: none"> <li>+ If you are unable to work remotely and are not out on scheduled vacation, you may use sick leave, vacation leave, Federal Paid Sick Leave or FMLA while ordered/advised by a health care provider to stay home.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Department Head/City Administrator and employee agree to possible modifications of the employee’s work environment, satisfactory to the City Administrator or designee, <u>and/or</u></li> <li>• The employee receives medical clearance from a medical care provider or the City’s Health Department to return to work which is satisfactory to the City Administrator or designee.</li> </ul>
If you have been advised or ordered to <b>isolate</b> or <b>self-quarantine</b> by a medical care provider but you <b>do not</b> have a positive COVID-19 test result or are waiting for a test result	See “If you receive a positive COVID-19 test result.”	See “If you receive a positive COVID-19 test result.”
If you have <b>symptoms of COVID-19</b> or a possible <b>COVID-19 exposure</b> but have not yet seen your doctor or received the results from a COVID-19 test	<ul style="list-style-type: none"> <li>• <b>Inform your supervisor/Department Head/City Administrator immediately</b></li> <li>• <b>If the City orders you to go home/stay home:</b> <ul style="list-style-type: none"> <li>+ You will be placed on temporary paid leave for up to three (3) days unless you can work remotely, have vacation scheduled or are out on another kind of leave or convert to another kind of leave (such as Federal Paid Sick Leave).</li> <li>+ You must be tested for COVID-19 or seek medical care within three (3) days of being ordered to go home/stay home unless you are cleared by the City to return to work.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide a negative COVID-19 test result which is satisfactory to the City Administrator or designee (unless you have been ordered or advised to stay home by a medical care provider, in which case only the next two apply), <u>and/or</u></li> <li>• The Department Head/City Administrator and employee agree to possible modifications of the employee’s work environment, satisfactory to the City Administrator or designee, <u>and/or</u></li> <li>• The employee receives medical clearance from a medical care provider or the City’s Health Department to return to work, which is satisfactory to the City Administrator or designee.</li> </ul>
If you are <b>caring for someone</b> who has been diagnosed with COVID-19 or if you are <b>caring for someone</b> who is waiting for medical care and has symptoms of COVID-19 & you do not have any symptoms and have had no exposure (you have taken safety precautions when caring for the person)	<ul style="list-style-type: none"> <li>• <b>Speak to your supervisor or Brenda Zeman (City Clerk)</b> <ul style="list-style-type: none"> <li>+ You may be eligible for Federal Paid Sick Leave or FMLA while caring for the person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If you have no symptoms and have not had an exposure (you have taken all recommended safety precautions while caring for the person) there are no restrictions on your returning to work.</li> </ul>
You have to stay home to <b>provide childcare</b> to your child because his/her childcare or school is closed or unavailable due to COVID-19	<ul style="list-style-type: none"> <li>• <b>Speak to your supervisor or Brenda Zeman (City Clerk).</b> <ul style="list-style-type: none"> <li>+ You may be eligible for Federal Paid Sick Leave or extended-FMLA.</li> </ul> </li> </ul>	