



DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO

Michael D. Davis, Trustee
Cheryl A. Sieve, Trustee
Rose K. Stertz, Trustee

James J. Luebke, Fiscal Officer

Jack Cameron, Administrator

April 1, 2020

Re: COVID-19 staffing

Greetings fellow employees. I write this letter with a knot in my stomach and ongoing concern as to what we will all be facing in the coming weeks and then months. It goes without saying, although I am saying it, this is like nothing any of us have dealt with in our lifetimes. Certainly, I have not had to navigate this type of thing as a local government manager. One thing has continued to resonate for me, the sense of unity and teamwork that everyone is displaying. I ask that you continue to realize we are in this as a group and tough decisions have had to be made and will have to be made as the situation evolves.

One of the things I have wrestled with the last few weeks is staffing and presence in the office. Various other local governments have shared what they are doing and I've resisted diminishing office presence. I can no longer justify multiple personnel in the office with the consistent message of social distancing being a key to limit the spread of COVID-19. Also, seeing the activity levels drop and considering what absolutely has to be done or not done in the short term, I've directed Department Heads to only keep a bare minimum in the office.

My order to stand down was for everyone including Police and Fire command staff. This is especially hard with our frontline personnel constantly in the face of the public and uncontrolled interactions. But that is the situation we are in and reality of the service we provide.

Starting this past Monday, each department adopted a six-week schedule to have only one person in the office at a time. This means that personnel will work from home or simply be at home if working at home is not possible. Hard reality for me to face as this is completely unnatural. I'm not a work from home mindset but that is the best way to combat the spread of this virus. The other side of this consideration is that some personnel will continue to perform their normal work schedule. Either they are essential safety personnel or their routine does not intersect them with other employees or public.

Attached to this letter is a list of employee directives related to social distancing and working from home or being at home. Everyone needs to be vigilant on not being around others or keeping that six-foot separation and respecting not being in the offices. All personnel, not at work, are to be available to be called in as need dictates. These orders will remain in place until the situation dictates otherwise.

I trust you understand and respect the decisions that are being made and being made in the best interest of all of our employees and recommended actions by our public health officials. Anyone who wishes to discuss further with me is always welcome and the best contact is my mobile phone at 256-7680.

Be safe and vigilant.

Jack Cameron
Township Administrator

COVID-19 EMPLOYEE INSTRUCTIONS

Delhi Township employees are to understand and respect these instructions to keep themselves, their co-workers and the general public from being infected with and/or transmitting the COVID-19 virus. Given the constantly evolving nature of the virus and public health experts recommendations, these instructions are to be used as a beginning and not an absolute list of how to protect themselves. Department heads are able to enhance and increase the required protocols used in their department.

If an employee does not feel their work environment is being protected well enough, they should speak to their supervisor. If a supervisor does not resolve an employee's issue/concern, that employee is encouraged to communicate with the Township Administrator directly.

Pre-work Checklist

All employees must complete a COVID-19 checklist when arriving for their shift. This includes a temperature reading. Any employee experiencing symptoms should not come into the workplace and should contact their supervisor and physician for further direction.

Sanitizing and Cleaning

Departments are to provide the latest health department recommendations and have available the materials to clean and sanitize hands and surfaces per those recommendations.

Along with following recommendations from the Ohio Department of Health and Hamilton County Public Health, employees are to wipe surfaces and high touch items before and after their work shift. Approved mixture of sanitizing mixture or sanitizing wipes is required.

Employees are required to wash/clean hands when arriving to work, prior to eating, upon completion of eating, when returning to the building and at their shift's end. Also, washing/cleaning of hands is required when transitioning between activities or after coming in contact with uncontrolled surfaces. Recognized hand sanitizer is acceptable in lieu of proper hand washing. Surfaces would include but not be limited to; door handles, light switches, keyboards, mouse, mobile phone, keys, employee ID card, counters, desks, coffee maker, refrigerator door handle, and faucet handles. Vehicles surfaces and handles should be wiped before and after each shift.

Where practical, vehicles and equipment should be limited to one driver. Vehicle and equipment surfaces and handles should be wiped before and after each shift regardless of one or more operators.

Where practical, employees should not share personal equipment such as computer, phone, mobile phone or other items. Shared personal equipment should be cleaned before and after each shift or before transitioning between users.

Social Distancing

Employees are required to be no closer than six feet to a co-worker except in the case of an emergency or imminent danger to oneself or others.

Employees are prohibited from interacting with the public in the same personal space.

Transfer of documents or materials by Township personnel or others shall be through a window or left for collection in a secure space.

Travel in the same vehicle by employees or non-employees is prohibited.

Police and Fire personnel will have departmental direction in regard to social distances and the parameters above.

Temporary Arrangements

Due to the current COVID-19 pandemic, Delhi Township has implemented temporary arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute.

There are some positions at Delhi Township that require the employee to be physically present in the workplace. These include the following positions:

- Emergency Responders
- Sworn Police Personnel

Emergency responders and sworn police personnel that have COVID-19 symptoms will be required to self-report and will be paid for their regularly scheduled hours without the use of any of their paid time off. Regular leave policies and procedures should be followed for employees who are unable to report to work for other reasons.

Department heads are working with their personnel to create schedules that will limit social interaction whenever possible but still accomplish the needed business of the department. These schedules and arrangements can be changed and altered at any time. Schedule modifications will be decided by the Department Head to serve the needs of the department and protect employees and the public as best as practical.

With exception to the personnel listed above or below, personnel need to be accessible during their normally scheduled hours and will be paid in whole.

There are some positions at Delhi Township that do not have a fixed schedule and/or are not guaranteed a specific number of hours. These positions will only be paid for time worked.

- Board of Zoning Appeals Members
- Zoning Commission Members
- Event Custodian
- Greenhouse / Nursery Coordinator
- Seasonal Workers

These arrangements are expected to be short term; Delhi Township will continue to monitor guidance from health officials and the need for temporary work arrangements. Employees should not assume any specified period of time, and Delhi Township may require employees to return to regular, in-office work at any time.