



## Office of the Township Administrator

**To:** Township Employees

**From:** Christopher D. Gilbert, Township Administrator

**Date:** 3/23/2020

**Re:** COVID-19 / Ohio Stay at Home Order and Township Operations

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As you are no doubt aware, the Director of the Ohio Department of Health has issued a Stay at Home Order requiring all non-essential personal interactions and non-essential business operations to cease. However, **Section 10 of the Order specifically exempts “Essential Governmental Functions” and “Essential Infrastructure” from the order to cease operations and authorizes all first responders and other governmental employees working for or to support Essential Governmental Functions and Essential Infrastructure to continue to provide services to their communities.**

“Essential Government Functions” are those services of the Township which are “needed to ensure the continuing operation of the [Township] or to provide for or support the health, safety and welfare of the public . . . .” “Essential Infrastructure” includes “employees supporting or enabling transportation functions, including . . . workers that maintain and inspect infrastructure . . . .”

The Order also directs each government body to “determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.”

After extensive review of both the Stay at Home Order and an examination of our functions as a local government, it is my determination that most of the services which Springfield Township provides are “essential functions” and that all of our employees are critical to performing those functions. In fact, prior to the notification of the Stay at Home Order, Springfield Township already suspended any operation (for example events) which is not absolutely essential to our residents. However, given our very limited workforce, even the operations which were suspended did not eliminate the need for the employees who performed those operations. Rather, those employees were told to focus on other elements of their job which are essential.

**For these reasons, at this time, I have determined that all of the services which we are currently providing are essential functions and all of our employees are necessary to the performance of those functions. Therefore, until further notice all Township employees shall report to work for their regularly-scheduled shifts.**

In order to be sensitive to the ever-changing dynamics of this situation and the effects on an employee’s personal situation, the following scenario-based policies are to be implemented during the **Stay at Home Order effective 11:59 p.m. on March 23, 2020 until 11:59 on April 6, 2020**, unless a further order of the Director of the Ohio Department of Health or order of the Federal Government rescinds or modifies the Stay at Home Order:

**IMPLEMENTATION OR DECISIONS MADE PURSUANT TO ANY OF THE FOLLOWING POLICIES SHALL BE REVIEWED AND/OR APPROVED BY THE TOWNSHIP ADMINISTRATOR, TOWNSHIP HUMAN RESOURCES DIRECTOR, AND/OR THE TOWNSHIP LAW DIRECTOR.**

**Internal Township Social Distancing Procedures**

- Whenever possible, Township operations and shift schedules may be modified to limit or eliminate the need for employees to work in groups of 2 or more. If possible, work assignments shall be modified to enable employees to work autonomously and have limited or no contact with other employees.
- All Township employees working in an office environment shall, to the extent possible, communicate via telephone or email to limit face-to-face exposure in adherence of the CDC's social distancing guidelines.

**Implementation of Self-Health Screenings by ALL Employees**

- During the period of the Stay at Home order, ALL employees as required to take their temperatures immediately before leaving to report to duty. Employees who have symptoms of respiratory illness and experience a fever of 100.4° F or greater MUST contact their supervisor or Department Head before reporting to duty and more than likely will be required to stay home.

**Enabling Telework for Designated Employees**

- At the discretion of Department Heads, certain designated employees may be permitted to telework if most of the employee's job responsibilities can be effectively performed remotely.
- Employees scheduled for evening and early morning hours may be reassigned to normal business hours to facilitate communications with them. Teleworking employees are permitted to leave their homes during their scheduled or reassigned hours to attend doctors' appointments as well as other appointments for which they receive prior approval from their Department Head or the Township Administrator. Employees must use sick, vacation, compensatory, holiday, or personal leave for any approved doctors' or other appointments while they are teleworking in the same manner as they would utilize leave while on regular duty. Failure to comply with the terms of this Policy shall be cause for a denial of pay for the period of time the employee is away from his/her home and/or other disciplinary action, up to and including termination.

**Use of Vacation/Compensatory Time Leave**

- At this time, the Township is not revoking vacation, compensatory time, or other forms of leave previously granted and will approve such requests at the discretion of each Department Head pursuant to Section 301 of the Township's Personnel Policies. However, employees are reminded that the Township may revoke or deny such leaves in the event of a workforce shortage, service necessity, or when the taking of the leave would be unduly disruptive to the Township's operations. Employees should plan their vacation, compensatory time, and other leaves with this in mind.

**Ban on Non-Essential Travel & Notification of Essential Travel until at least April 6, 2020**

Pursuant to the Stay at Home Order, non-essential travel is prohibited in the State of Ohio until at least April 6, 2020. Due to the health risks association with travel at this time, the Township is reiterating this order and requiring employees to notify their Department Head of any (including permitted essential) travel of any duration outside the states of Ohio and Indiana and the Commonwealth of Kentucky until at least April 6, 2020. Such notification is necessary to ensure that the Township can assess the risk, if any, of returning an employee to duty upon the conclusion of his/her travel.

- **Procedures Required Upon Return from Travel Outside the States of Ohio and Indiana and the Commonwealth of Kentucky:** The following procedures may be required upon an employee's return to duty after travelling outside the states of Ohio and Indiana and the Commonwealth of Kentucky:

1. *Return to Duty with Health Monitoring Requirements:* An employee who returns to duty after travelling to locations which are known to have COVID-19 exposures, illnesses, or deaths commensurate with the exposures experienced in Ohio, Kentucky and Indiana may be returned to full-duty, but may be required to monitor his/her temperature daily – immediately prior to coming to work – and to immediately notify his/her supervisor or Department Head by telephone if the employee has a temperature of 100.4° F or greater. The Township may also require such employees to have their temperatures tested upon arriving to work or throughout the work day if such testing is reasonable or necessary to reduce the risk of exposure to other Township employees or residents.
2. *Temporary Reassignment to Positions Where Isolation is Possible or to Home Duty:* Employees who return to duty after travelling to locations which are known to have significant COVID-19 exposures, illnesses, or deaths may be reassigned to position where isolation is possible. Such reassignment can be to any Department of the Township where the employee can perform services separately and without risking exposure to other employees. In the alternative, such employees may be placed on Administrative Leave, subject to the Township's Home Duty Policy, in circumstances where exposure risks are significant. The Township shall determine the duration of each employee's reassignment. During any period of reassignment, the employee shall be required to monitor his/her temperature daily – immediately prior to coming to work in the case of position reassignment – and to immediately notify his/her supervisor or Department Head by telephone if the employee has a temperature of 100.4° F or greater. The Township may also require such employees to have their temperatures tested upon arriving to work or throughout the work day if such testing is reasonable or necessary to reduce the risk of exposure to other Township employees or residents.
3. *Use of Sick Leave if Employee Traveled In Violation of these Guidelines and/or the Ohio Department of Health's Stay at Home Order:* If the employee has traveled outside the states of Ohio and Indiana or the Commonwealth of Kentucky in violation of these guidelines and/or the Ohio Department of Health's Stay at Home Order, the employee may not be permitted to return to duty for a period of fourteen (14) days, will be required to utilize accrued sick leave or unpaid leave of absence during that time, and may be subject to disciplinary action.

**Use of Sick Leave and/or Other Accrued Leaves for Employees with Compromised Immune Systems/Underlying Health Conditions or Who Reside with Someone who has a Compromised Immune System or Underlying Health Condition**

- Employees who have been diagnosed with a compromised immune system or an underlying health condition which puts them at more than normal risk of exposure and/or complication from contracting COVID-19 may, with proper documentation from a licensed medical professional, request alternate job assignment which reduces their exposure to COVID-19 during this time. If no alternate job assignment can be made which meets the employee's skills and the Township's needs, the employee may be permitted to utilize sick leave during the period of the Stay at Home Order. In the event that the employee has no accrued sick leave, he/she may be permitted to use other accrued leaves upon authorization by his/her Department Head and the Township Administrator.
- Employees who reside with someone who has been diagnosed with a compromised immune system or an underlying health condition which puts that person at more than normal risk of exposure and/or complication from contracting COVID-19 may, with proper documentation from a licensed medical professional, request

alternate job assignment which limits their exposure to COVID-19 during this time. If no alternate job assignment can be made which meets the employee's skills and the Township's needs, the employee may be permitted to utilize sick leave during the period of the Stay at Home Order for a period up to five (5) days if the person with whom they reside is a member of the employee's immediate family as that term is defined in the Township's Sick Leave Policy (Section 305). Use of sick leave beyond those five (5) days may be requested by the employee as outlined in that Policy. If the person with whom the employee resides is not a member of the employee's immediate family, the employee may utilize other accrued leaves of absence to remain at home for up to five (5) days. Additional leave beyond those five (5) days may be granted, upon request, by the employee's Department Head and the Township Administrator.

**Clarification of Use of Leave by Employees Choosing or Required to Stay Home by the Township due to a family member or person with whom they reside exhibiting symptoms of COVID-19**

- Employees who reside with a family member or other person who is exhibiting acute respiratory illness with or without a fever **MUST** notify their supervisor or Department Head. Employees who have a family member or persons residing with them exhibiting such symptoms **MAY** be assigned to separate work locations or **MAY** be required to stay home until all family members or other infected persons with whom they reside have been cleared by a medical professional. Employees whose family members or persons with whom they reside have been hospitalized for a confirmed or suspected COVID-19 infection will more than likely be required to stay home.
- **General Leave Statement:** Except as otherwise stated below, employees will utilize sick leave or other pre-approved paid leave (or unpaid medical leave if no paid leave is available) until all family members or other persons with whom they reside are no longer exhibiting such symptoms or are released by a licensed medical professional (if determined necessary by the Township). The Township's limitation on the use of sick leave for the illness of others may be waived during this time.
- **Leave to be Used if Person with Whom Employee Resides is Tested for COVID-19:** Employees who are ordered to stay home due to a family member or person with whom they reside being tested for COVID-19 will be placed on Administrative Leave with Pay and reassigned to Home Duty until such time as the test results are returned. Proof of COVID-19 testing from a licensed medical professional or laboratory will be required for an employee to be eligible for Administrative Leave with Pay. In the event of a negative test result, the Employee will return to duty at his/her next regularly-scheduled shift.
- **Leave to be Used if Person with Whom Employee Resides Tests Positively for COVID-19:** Employees who are ordered to stay home due to a family member or person with whom they reside testing positively for COVID-19 will be placed on Administrative Leave with Pay and reassigned to Home Duty until such time as the affected individual is no longer exhibiting such symptoms or the employee is released to return to duty by a licensed medical professional (if determined necessary by the Township). Proof of COVID-19 testing from a licensed medical professional or laboratory will be required for an employee to be eligible for Administrative Leave with Pay.

If you have any questions regarding the information outlined in this memo, please contact your Department Head directly. I apologize for the amount of information I am sending you on what seems like a daily basis. I just want to be transparent in our response and ensure all employees have the necessary information as the situation evolves.

Take care!