



Office of the Township Administrator

To: All Township Employees, Department Heads, and IAFF / FOP Representatives

From: Christopher D. Gilbert, Township Administrator

Date: 3/17/2020

Re: COVID-19 / Work-Related and Non-Work-Related Exposures

As we continue to operate under a State and Federal Emergency Declaration, I am directing each Township Department to implement the following policies. These policies are intended to ensure that our employees understand the necessity for leave and the type of leave that they will utilize in the event of COVID-19 absences from work.

At this time, the Ohio BWC has not provided any guidance as to whether absences resulting from work-related exposures to COVID-19 will be compensable as either medical claims or wage loss claims. Until guidance is provided, the Township will be implementing the following situation-based responses to required and voluntary absences from work resulting from COVID-19 exposure:

Employees required to be self-quarantined by the Township and/or Hamilton County Public Health due to possible COVID-19 exposure during the course of carrying out their work-related duties.

If an employee, during the course of carrying out their work responsibilities, is suspected of having been exposed to COVID-19 and placed into mandatory self-quarantine by the Township and/or Hamilton County Public Health, the following shall occur:

- The employee will be placed on Paid Administrative Leave while awaiting test results to determine if the individual they came into contact with was diagnosed with COVID-19.
- If a positive COVID-19 test result is received from the individual with whom the employee came into contact, the employee will remain on Paid Administrative Leave for the recommended quarantine period or until released by a licensed medical professional (if determined necessary by the Township).
- If a negative test result is received from the individual with whom the employee came into contact, the employee will be removed from Paid Administrative Leave and will return to work for the employee's next regularly-scheduled shift.

Employees who test positive for COVID-19 and the Township determines the employees were most likely exposed to COVID -19 during the course of carrying out their work-related duties.

- Employees will be placed on Paid Administrative Leave or Salary Continuation until cleared to return to work by a licensed medical professional.

These policies apply to both full and part-time employees. Part-time employees will be paid according to their previously scheduled shifts at the Township.

Employees required to be self-quarantined by the Township and/or Hamilton County Public Health due to possible COVID-19 exposure from non-work-related activities.

- Employees will utilize sick leave or other pre-approved paid leave (or unpaid medical leave if no paid leave is available) for the recommended quarantine period or until released by a licensed medical professional (if determined necessary by the Township).

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.
- 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.

Employees choosing or required to stay home by the Township due to their own acute respiratory symptoms without a fever.

- Employees who are exhibiting symptoms of acute respiratory illness without a fever **MAY** be required to stay home until they have been cleared by a medical professional to return to work.
- Employees will utilize sick leave or other pre-approved paid leave (or unpaid medical leave if no paid leave is available) until they are no longer exhibiting such symptoms or are released by a licensed medical professional (if determined necessary by the Township).

Employees required to stay home by the Township due to their own acute respiratory symptoms and fever exceeding 100 Degrees.

- Employees who exhibit symptoms of respiratory illness *and* experience a fever of 100.4° F or greater **MUST** stay home. Such employees may only return to work after being fever-free for 48 hours and after consultation with their Department Head. A medical clearance may be required to return to work.
- Employees will utilize sick leave or other pre-approved paid leave (or unpaid medical leave if no paid leave is available) until they are no longer exhibiting such symptoms or are released by a licensed medical professional (if determined necessary by the Township).

Department Heads shall notify the Township Administrator as soon as possible of all personnel decisions and actions involving the policies outlined in this memo. As always, the Township will evaluate the FMLA and ADA implications of each leave request on a case-by-case basis and will comply fully with the mandates of these laws.

Cancelled Vacation Time and Possible Mandatory Overtime

As a result of travel restrictions, our employees' commitment to servicing our residents during this emergency, and our staffing needs, the Township may temporarily modify some of its current policies regarding vacation and compensatory time to assist our employees and/or to ensure service to our residents.

- In the event of employees who have cancelled their previously-approved vacation time, we are currently exploring options that will prevent employees from being negatively affected by any travel prohibitions or cancellations. This may include, but not limited to, a one-time exemption from our Policies so that employees may carry over more hours of vacation into 2021.
- In the event that a drastic employee shortage should occur, the Township may be required to cancel some previously-approved vacation time. Although such cancellations are not preferred, in the event of a drastic employee shortage, such a measure might be required.
- In the event staffing shortages can be filled by voluntary and mandatory overtime, the Township may expand the limits regarding accumulation of compensatory time (to the extent permitted by law).

I am extremely proud of the work that our employees are exhibiting during these uncertain and stressful times. Along with those in the medical profession, you all are the true heroes on the front-lines of fighting this pandemic.

As always, please let me know what I can do to help you in your job of servicing this community.

Stay safe, stay healthy!