

COVID-19 Guidelines for Town of Dryden

1. If an employee tests positive for COVID-19

According to the CDC instruction, close off any areas used for prolonged periods of time by the sick person. Wait 24 hours before cleaning and disinfecting the space. The delay is to minimize the exposure of the cleaning person to the respiratory droplets.

Inform fellow employees of their possible exposure to COVID, but not mentioning the name due to privacy.

Infected employee will be in home isolation for 14 days.

Employees who work directly with infected employee should immediately quarantine in their home with the option to work remotely. Alert the Tompkins County Health Department so they can start the contact tracing process.

If the employees who are exposed (exposure means within 6 feet of infected employee for more than 15 minutes over a 24 hour period) are highway or DPW employees, see below.

2. When an employee who tested positive allowed to return to work

The CDC advises that if the employee may discontinue isolation after at least 10 days have passed since the symptoms started AND at least 24 hours have passed since having no fever without the use of fever-reducing medication AND other symptoms have improved.

3. If an employee is contacted from County health department regarding exposure and needs to quarantine

If the employee who has been exposed should quarantine in their home according to the County Health Department guidelines for 14 days and work remotely, if possible.

If the employee who was exposed is a highway or DPW employee, they are considered essential. If they are not showing any symptoms and there are no other employees available to do their work, they are allowed to work wearing a mask at all times, staying socially distanced, and closely monitoring for any symptoms.

4. If an employee was at a business where there was a known positive case

Follow the guidelines from the Tompkins County Health Department. If the employee was at the business during the time listed on the notice, the employee should immediately quarantine and schedule to be tested at a local testing site. If the employee is a highway or DPW employee, follow guidelines listed above also as an essential worker.

5. If an employee's family member is exposed

The employee is still allowed to go to work if the family can follow the quarantine instructions from the county health department. The employee is not in quarantine, only the family member.

6. If an employee cannot work remotely and is quarantined, sick, or cannot work due to family responsibilities (see description below) does not have to use their personal sick time.

The Families First Coronavirus Response Act that is currently effective until December 31, 2020 requires that employees are

- ✓ paid 2 weeks (up to 80 hours) of paid sick leave at their regular rate if the employee is quarantined and/or is experiencing COVID-19 symptoms
- ✓ paid 2 weeks (up to 80 hours) of paid sick leave at 2/3's the employee's regular rate of pay because the employee is unable to work because of caring for an individual subject to quarantine or care for a child whose school or child care provider is closed
- ✓ up to an additional 10 weeks of paid expanded family and medical leave at 2/3's the employee's regular rate of pay, if the employee has been employed for at least 30 days and unable to work due to care of a child whose school or day care is closed
- ✓ part-time employees would be eligible for the number of hours of leave that the employee works on an average over a 2-week period

NYS has a quarantine sick leave law which says basically the same thing but also says that public employers are required to provide 2 weeks of paid sick leave, no matter the size of the employer.

7. New York State defines the following employees as essential:

- ✓ DPW and Highway Employees
- ✓ Code Enforcers

8. If the Town building is directed to closed to the public due to a pandemic

Essential employees are allowed to work from the building with following social distancing and capacity guidelines. ALL other employees should work remotely, if possible. If an employee is not able to work remotely and the state is allowing municipal buildings to be open to conduct business, the employees in shared work space should make a plan to stagger their working times so employees are following capacity guidelines and not sharing the same space. If possible, a mix of working remotely and working in the building. All department working schedules should be approved by the department head.

Staggering hours in the building may reduce total working hours. Should this occur, the municipality may authorize paid sick leave to cover the hours not worked up to the employee's normal/average working hours per week.

Employees are responsible to track their own hours, specifying the number of hours worked, not worked up to their normal/average hours per week, and number of hours paid via leave (vacation or sick) each pay period due to the pandemic.