

COVID-19 Guidelines for Town of Dryden

1. What if an employee tests positive for COVID-19?

Any areas that have been used for prolonged periods of time by the sick person should be closed off, according to CDC instruction. Twenty-four (24) hours should elapse before cleaning and disinfecting the space(s). (This delay is to minimize the exposure of the cleaning person to the respiratory droplets.)

The infected employee will remain in home isolation for at least 14 days or until the employee is allowed to return to work (See item #2 below).

The Department Head will inform fellow employees of their possible exposure to COVID, but not mentioning the name due to privacy. The Department Head will also alert the HR Director.

Employees who work directly with the infected employee should immediately quarantine in their home with the option to work remotely. HR Director will alert the Tompkins County Health Department of the positive case so they can start the contact tracing process.

If the employees who are exposed are highway or DPW employees, see below. Note that exposure means having been within 6 feet of an infected employee for more than 15 minutes over a 24-hour period.

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

The CDC advises that the employee may discontinue home 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. What if an employee is contacted from the Tompkins County Health Department regarding exposure and needs to quarantine?

According to Tompkins County Health Department guidelines, the employee who has been exposed should quarantine in their home 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, but will wear a mask at all times, stay socially distanced, and be closely monitored for any symptoms.

4. What if an employee was at a business where there was a known positive case?

Tompkins County Health Department guidelines should be followed. If the employee was at the business during the time listed on the notice, the employee should immediately quarantine and schedule an appointment to be tested at a local testing site.

If the employee 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, but will wear a mask at all times, stay socially distanced, and be closely monitored for any symptoms.

5. What 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 Tompkins County Health Department. (The employee is not in quarantine, only the family member.)

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

An employee who cannot work remotely and is quarantined, sick, or cannot work due to family responsibilities 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 two-thirds (2/3) 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
- given up to an additional 10 weeks of paid expanded family and medical leave at two-thirds (2/3) 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. If an employee travels to a state that is on the New York State Travel Advisory list, and is required to quarantine for 14 days or until such a time as they have a negative COVID test, is the employee eligible for New York State COVID sick leave?

According to Executive Order 202.45, employees will forgo their paid COVID sick leave benefits if they engage in non-essential travel to any states other than contiguous states. If an employee chooses to travel, they will have to use their personal vacation time during their returning quarantine.

8. Who are essential employees?

New York State defines the following employees as essential:

- DPW and Highway Employees
- Code Enforcers

9. What if a Town building is directed to close to the public due to the pandemic?

Essential employees are allowed to work from the building 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 allows municipal buildings to be open to conduct business, the employees in shared workspaces 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 shall be utilized. 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.

Approved at Town Board Meeting 11/19/2020