*City Personnel Policy*

# INFECTIOUS DISEASE ACTION PLAN

Council approval: ~~03/23/2020 by Resolution 20-89~~

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**POLICY:**

The health and safety of employees is our highest priority as we work to provide City services.

This policy is to provide a comprehensive infectious disease action plan that maximizes protection against communicable disease for all employees.

This policy is to protect employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of services. To provide a way to disseminate information to employees and answer questions or concerns.

The City will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the County Department of Public Health. The City reserves the right to amend or revise this policy at any time to remain in accordance with CDC guidelines or those outlined in a Public Health Disaster Proclamation.

**APPLICABILITY:**

All employees.

**DEFINITIONS:**

The term “infectious disease” as used in this policy means illnesses cause by germs (such as bacteria, viruses and fungi) that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), that is, spread from one person to another.
The term “essential service employees” as used in this policy means those who conduct a range of operations and services in industries that are essential to ensure the continuity of critical functions in the United States (U.S.) such as Government Operations and other community-based essential functions.

**PROCEDURE:**

Essential service employees are required to remain working full-time on site. Some of these employees may be allowed to work from home with advance approval from their supervisors. In some instances, these employees may be required to work overtime or otherwise adjust their regular schedules to assist during this crisis. They will be compensated pursuant to collective bargaining agreements, Memorandums of Understandings, and/or City policy and state and federal law.

The City may modify work schedules as follows: (1) work from home entirely; (2) work partially from home and work partially at their worksite; (3) work staggered shifts either on a full-time or part-time basis; or (4) adjust or otherwise reduce their hours.

Any employee working from home will be required to execute a Telecommuting Agreement prior to being permitted to work from home. EMPLOYEES ARE NOT PERMITTED TO WORK OVERTIME WHILE WORKING FROM HOME UNLESS SPECIFICALLY AUTHORIZED IN WRITING BY THEIR SUPERVISOR.

**For non-exempt employees:** The telecommuting worker will clock-in and clock-out daily, as well as for meal periods, through the timekeeping system. In the event that the timekeeping system is down, the telecommuting worker will record start and end times via email to the supervisor/manager.

During this time, if you are reporting to work or working from home, you may be asked to perform tasks that are not normal for your job description or you may be asked to train someone else to handle responsibilities that normally rest solely on you. This is just temporary during this time of necessity. Please be adaptable and understanding.

The City will periodically re-evaluate this situation and workplace attendance and leave policies.

**ILLNESS REPORTING:**

Report any illness related to an infectious disease as defined above to Human Resources at 712-890-5270 and also to your Department Head.

Refer to Appendix A attached for further instruction.

**MEETINGS:**

All employees are permitted to meet with their co-workers for regular updates and other Department-related matters throughout this public health emergency, however they should practice good hygiene and social distancing to the extent possible.

**HIGH RISK EMPLOYEES:**

If you are someone who is at "higher risk" for becoming ill, please feel free to communicate that to the Department Head. The information you provide will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.

The City will assess situations with high-risk employees on a case-by-case basis. In the event an employee is high risk and unable to report to work, the employee may be allowed to work from home if practicable. If a doctor recommends the employee self-quarantine due to underlying health conditions, contact Human Resources for leave options.

**NOTE:**

Please be aware in extreme circumstances the City reserves the right to require all employees to report to work unless they are currently exhibiting symptoms of an infectious disease or have been diagnosed.

Any and all appendices as it pertains to this policy will remain in accordance with CDC guidelines or those outlined in a Public Health Disaster Proclamation.