



TOWN OF WELLS PANDEMIC POLICY

PURPOSE

It is the policy of the Town of Wells (the "Town") to provide a safe and healthy environment for all employees and the public during the threat of viruses with the potential for regional or world outbreak or pandemic, as classified by the World Health Organization (WHO) or United States Centers for Disease Control (CDC).

Every employee should be familiar with this plan and be prepared to act immediately if an employee illness or event occurs.

APPLICABILITY

This Policy (the "Policy") is applicable to all Town of Wells employees, including regular full-time, regular part-time, temporary, and seasonal employees. The Policy is also applicable to board/committee members and volunteers. Individual departments within the Town may issue guidance that may be more (but not less) protective of employee and public health than this Policy, based on the department's specific needs.

GOVERNANCE

This Policy is based on information obtained from the Maine Center for Disease Control, CDC, WHO, Emergency Management Agencies and Executive Order or Proclamations. Information is subject to change rapidly.

This plan will be utilized in conjunction with the Town of Wells Communicable Disease Exposure Control Plan, Human Resources Policies, Procedures and Benefits Manual and Collective Bargaining Agreements and all other Town/Departmental Standard Operating Procedures (SOP's).

This policy is subject to change as events and information changes.

OBJECTIVES

The Town's primary goal is to protect Employees and Citizens by:

1. Reducing and preventing the spread of COVID-19, or other pandemic-classified viruses among staff.
2. Protecting people at higher risk for complications.
3. Maintaining critical operations, public safety and health.
4. Minimizing the impact on residents, customers and businesses.
5. Being proactive by taking measures to minimize risk.

KEY MUNICIPAL OPERATIONS

The Town's primary goal is to provide services at the highest possible operational level, while protecting the health and safety of our community. Town operations may be reduced as the Town is required to reduce staffing levels in order to achieve that goal. Essential and non-essential employees will be identified to ensure that services and operational support is maintained for the Town and Citizens.

All employees are subject to be called back to work during a government shutdown, depending on the need and circumstances.

LIMITING TRANSMISSION IN THE WORKPLACE – EMPLOYEE RESPONSIBILITY

The Town will take all practical measures to reduce the risk of exposure to coronavirus, or transmission of the virus, within Town workplaces. Town employees, volunteers, and board/committee members must therefore comply with the following guidelines:

The use of CDC recommended PPE may be required when daily reported case rates reach levels that present significant infection risk to both employees and the people we serve.

All employees, volunteers, and board/committee members must practice other sanitary measures to prevent the spread of germs. This includes frequent handwashing with soap and water for at least twenty seconds; covering their mouths and noses with tissues when they cough or sneeze, and immediately discarding the tissue (and washing hands); and sanitizing all workspace areas frequently.

If an employee is diagnosed/confirmed positive with the virus, the workplace will be shut down and disinfected before allowing other employees to return. The workplace will be re-opened based on CDC guidance at that time.

Employee CONFIDENTIALITY is REQUIRED in accordance with Town policy and Health Insurance Portability and Accountability Act (HIPAA).

LIMITING TRANSMISSION IN THE WORKPLACE – TOWN RESPONSIBILITY

The Town will take the following measures to reduce the risk of virus transmission in the workplace:

COORDINATION The Town Manager will coordinate cases/events with Select Board, Emergency Management Team and staff.

NOTIFICATION Employees must immediately notify their supervisor or the Director of Human Resources if they have been in contact with any individual who has received a presumed or confirmed diagnosis of COVID-19, or other pandemic-classified viruses, or if they have received a presumed or confirmed diagnosis of COVID-19, or other pandemic-classified viruses.

EXISTING LEAVE POLICIES Use of Family Medical Leave, sick time and sick bank will remain in effect in accordance with state and federal law, and with collective bargaining agreements and Human Resources Policies and Procedures. Individual requests will be reviewed and modifications to policies implemented on a case by case basis with non-precedent setting actions.

UNPAID LEAVE If an Employee does not have or has utilized all accrued sick and/or vacation time, the employee may request unpaid leave consistent with the Town’s current leave policies and procedures. Such requests will be approved or denied at the discretion of the Town Manager, in consultation with the employee’s supervisor.

WORKERS COMPENSATION Workers Compensation/Risk Management will be contacted for any employee exposed while on duty to determine current policy and procedure for coverage requirements. Workers’ Compensation provider guidance is subject to change.

STAGGERED SHIFTS The Town Manager may schedule shifts so as to reduce population density at any worksite at any given time. Any reassignment of shifts will be done in order to minimize the risk of virus transmission, and maximize the operational effectiveness of the department.

REFERENCES

- World Health Organization
- United States Center for Disease Control
- Maine Center for Disease Control
- United States Department of Labor – Occupational Safety and Health Administration
- Federal Emergency Management Agency
- Maine Emergency Management Agency
- York County Emergency Management Agency
- United States Presidential Executive Order or Proclamation
- State of Maine Governor Executive Order or Proclamation

Effective: July 20, 2021
Approved BOS: July 20, 2021

7/20/21

Date of Adoption

Chair

Vice Chair

Select Board

Select Board

Robert Saluy

Select Board