

## COVID-19 Guide

Question	Answer
<p><b>Should I allow an employee to report to work if he or she is feeling sick (non-COVID)?</b></p>	<p><b>No, all employees should stay home if they are sick</b> and they should not report to work until at least 24 hours has passed since the employee's fever* (temperature of 100 degrees Fahrenheit) is gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen). Employees without a fever and are experiencing flu like symptoms should stay home from work at least 4-5 days after the onset of symptoms.</p>
<p><b>How is close contact defined?</b></p>	<p>A close contact is having 15 minutes or more within 6 feet of contact with an:</p> <ul style="list-style-type: none"> <li>• Individual with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation) or</li> <li>• Individual who has tested positive for COVID_19 but has not had any symptoms (in the 2 days before the date of specimen collection until they meet the criteria for discontinuing home isolation).</li> </ul>
<p><b>What is a Critical Infrastructure Employee (CIE)?</b></p>	<p>Critical infrastructure employees are sworn police and fire, and operational dispatch and public works employees.</p> <p>To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Of course, all employees are expected and required to exercise good judgment when working and follow all uniform precautions for safety at work (including wearing a mask, social distancing and frequent hand washing, etc.)</p>
<p><b>What should we do if a <u>non-CIE</u> employee discloses that they have been in close contact with a person who <u>tested positive</u> for COVID-19?</b></p>	<p>According to <a href="#">CDC guidance</a>, employees who have had close contact with a person diagnosed with COVID-19 <b>should stay home and initiate a quarantine period</b>. A quarantine is used to keep someone who might have been exposed to COVID-19 away from others. <b>The timeframe for having contact with an individual includes the period of time of 5 calendar days before the individual became symptomatic.</b></p>
<p><b>How long is the quarantine period and what should the <u>non-CIE</u> employee do during the quarantine period?</b></p>	<p>Employees under quarantine should stay home and monitor their health:</p> <ul style="list-style-type: none"> <li>• Stay home for 14 days after your last contact with a person who has COVID-19</li> <li>• Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19</li> <li>• If possible, stay away from others, especially people who are at higher risk for getting it</li> <li>• The Village may accommodate with remote work as appropriate based on the position.</li> </ul>

<p><b>What should we do if a <a href="#">CIE</a> employee discloses that they have been in close contact with a person who tested positive for COVID-19?</b></p>	<p>According to <a href="#">CDC guidance</a>, CIE employees who have had close contact with a person diagnosed with COVID-19 <b>may continue to work as long as the employee is asymptomatic</b> and protective measures are taken.</p> <p>Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:</p> <ul style="list-style-type: none"> <li>• <b>Pre-Screen:</b> Employers should measure the employee’s temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.</li> <li>• <b>Regular Monitoring:</b> As long as the employee doesn’t have a fever or symptoms, they should self-monitor under the supervision of Advocate’s virtual monitoring program. This program is 14 days and includes virtual daily check-ins.</li> <li>• <b>Wear a Mask:</b> The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employees can use facemasks that are available from the Village and/or the employee can use their own face masks as long as they are consistent with the CDC guidelines (or better) – meaning at least three ply for disposable masks.</li> <li>• <b>Social Distance:</b> The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace and while off site engaged in work related activities. This is not always practically when performing duties for the residents and in those cases good safety practices should be followed and normal PPE gear is required.</li> <li>• <b>Disinfect and clean work spaces:</b> Frequently and routinely clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment, devices and vehicles.</li> </ul> <p>The Village also retains the right to take additional precautions, such as not returning someone to work as quickly as allowed under the CIE CDC guidance when there is a business need to do so and/or good faith belief that an employee may be contagious and/or a threat to the safety of others in the community.</p>
<p><b>Can a Supervisor send an employee home who has COVID or flu like symptoms?</b></p>	<p>Yes, employees who show signs of illness can be instructed to leave the workplace and stay at home until they are symptom free.</p>
<p><b>How long should employees with COVID-19 symptoms or a positive test stay at home before returning to work?</b></p>	<p>The CDC recommends employees who have tested positive for COVID-19 begin isolation for a period of up to 14 days. Isolation is used to separate people infected with COVID-19, from people who are not infected.</p> <p>The final determination about whether an employee is safe to return to work will be made by the Village with consideration of the medical information available at the time.</p> <p>People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).</p>
<p><b>Can an employee refuse to wear a mask?</b></p>	<p>Please contact Sarah Schillerstrom to initiate the ADA interactive process.</p>

<p><b>What is FFCRA?</b></p>	<p>The Families First Coronavirus Response Act (FFCRA or Act) requires the Village to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through <i>December 31, 2020</i></p>
<p><b>What are the FFCRA benefits?</b></p>	<p>FFCRA has two benefits:</p> <ol style="list-style-type: none"> <li>1) <i>Paid sick leave:</i> Two weeks (up to 80 hours) of paid sick leave where the employee is unable to work due to pre-determined COVID19 reasons.</li> <li>2) <i>Family and Medical Leave:</i> A covered employer must provide to employees that it has employed for at least <i>30 days</i> up to an additional 10 weeks of paid expanded family and medical leave where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.</li> </ol> <p><i>*CIE employees are not eligible for the expanded Family and Medical Leave benefit.</i></p>
<p><b>Are part-time employees eligible?</b></p>	<p>Yes, the Village is required to provide paid sick leave and FML to all employees, including part-time employees as long as they have been working with the Village for at least 30 days.</p>
<p><b>What are the qualifying reasons for Leave?</b></p>	<p>Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (<b>or unable to telework</b>) due to a need for leave because the employee:</p> <ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> <li>5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or</li> <li>6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.</li> </ol> <p><i>*In order to qualify for leave under #5, employees cannot have had the option to send their child to school.</i></p>
<p><b>Are part-time employees benefits the same as full-time employees?</b></p>	<p>For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.</p> <p>For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.</p>

<b>What happens to an employee who is not eligible for FFCRA?</b>	If an employee is not eligible for FFCRA, he/she will be required to use their own accrued time.
<b>What happens if an employee exhausts their FFCRA leave?</b>	If an employee exhausts FFCRA leave, he/she will be required to use their own accrued time.
<b>If a CIE employee is not allowed to return to work, despite being asymptomatic, will they be required to use their accrued leave?</b>	Yes, if the Village chooses to not return a CIE employee immediately despite being asymptomatic, and does not qualify for FFCRA, they will be required to use their own accrued leave.
<b>Who can I contact about FFCRA eligibility?</b>	Please contact Sarah Schillerstrom or Sean Halloran immediately.
<b>Where can I send an employee to get tested?</b>	<p>Please contact Sarah Schillerstrom or Sean Halloran to evaluate the appropriateness of testing and to coordinate the testing of the employee. Although the Village has agreements with two vendors, they do have limitations in terms of capacity and criteria required to obtain a test.</p> <ol style="list-style-type: none"> <li>1. <u>Advocate</u>: Must have COVID-19 symptoms AND be a first responder</li> <li>2. <u>Physician's Immediate Care</u>: By appointment only and are only testing employees with COVID-19 symptoms, all healthcare workers and first responders and exposed employees deemed at risk by the provider (with or without symptoms))</li> </ol>
<b>What is the eligibility criteria for the Village to authorize an employer test?</b>	<p>This test is a precautionary measure, voluntary and will be approved(*) by the Village under the circumstances described below or as approved by the Village Manager:</p> <p>Exposure outside of work</p> <ul style="list-style-type: none"> <li>• A Non-CIE employee who had a household member who tested positive for COVID-19 and has been asymptomatic through the 14 day isolation period.</li> <li>• A CIE employee who had a household member who tested positive for COVID-19.</li> </ul> <p>Exposure while at work</p> <ul style="list-style-type: none"> <li>• Employees who came in close contact with an employee that tested positive for COVID-19 after coming to work. The close contact must have occurred within 5 days of the employee testing positive for COVID-19.</li> <li>• Employees who came in close contact with an employee that had a household member test positive for COVID-19 after coming to work. The close contact must have occurred within 5 days of the employee's household member testing positive for COVID-19.</li> <li>• An employee who had close contact, while at work, with a COVID-19 positive person without department issued personal protective equipment (PPE).</li> </ul>

	<p>This eligibility criteria may be re-evaluated and updated based on guidance from federal, state and local institutions, and when testing becomes more widely available.</p> <p>*Note that the Village may approve an employee seek a COVID-19 test from Advocate or Physicians Immediate Care, however, the clinic may have their own eligibility requirements and they will be the ultimate decider as to whether an employee receives a test.</p>
<b>How long does it typically take for results to come in?</b>	<p>As of right now, results are expected to be received on average 3-4 days. This can change based on the demand of the tests and supplies that are available.</p>