

TOWN OF GEORGETOWN

Ordinance No. G-2~~1~~-02

A Ordinance Regarding a COVID-19 Policy and Related Time Off

WHEREAS, the Town Council for the Town of Georgetown, Indiana has the power set and implement policies and procedures within the Town; and

WHEREAS, the Town of Georgetown has employees within the Town that are required to provide continuity of operations within the Town; and

WHEREAS, The Town Council has determined it is appropriate to implement a policy and procedure related to the Town's critical infrastructure employees for COVID 19 related time off work; and

WHEREAS, the Town's critical infrastructure employees includes those employees who are sewer utility workers and/or public works employees¹.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN, INDIANA, AS FOLLOWS:

1. The Georgetown Town Council finds that the utility workers and/or sanitation and wastewater workers of the Town of Georgetown are critical infrastructure employees.
2. The Georgetown Town Council hereby implements the following policies and procedures related to time off work by critical infrastructure employees of the Town (Public Services and Sanitation) which are directly related to or caused by COVID-19:

a. Protocol for Potential Exposure to COVID-19

- i. A potential exposure means having a household member confirmed or suspected to have COVID-19 or having close contact (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to test specimen collection until the time the patient is isolated²) of an individual with confirmed or suspected COVID-19.

¹https://www.cisa.gov/sites/default/files/publications/ECIW_4.0_Guidance_on_Essential_Critical_Infrastructure_Workers_Final3_508_0.pdf

² <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

- ii. Some people with recent exposure may NOT need to quarantine: people who have been fully vaccinated or people who were previously diagnosed with COVID-19 within the last three months³.
- iii. Any employees having direct personal contact with an individual with suspected or confirmed COVID-19, as soon as feasible, should use alcohol-based hand sanitizers with at least 60% alcohol, or wash his or her hands with soap and water for at least 20 seconds. Employees should also avoid touching his or her eyes, nose, and mouth. Any clothes or uniform items (or other surfaces) that were potentially exposed should be disinfected or cleaned as soon as feasible⁴.
- iv. Critical Infrastructure workers who have had a potential exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:
 - 1. Pre-Screen: Employees should measure their temperature and assess symptoms prior to them starting work each day. Ideally, temperature checks should happen before the individual enters the facility.
 - 2. Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 - 3. Social Distance: The employee should maintain at least six (6) feet and practice social distancing as work duties permit in the workplace.
 - 4. Disinfect and Clean Work Spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- v. If any employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected⁵.
- vi. Employees who believe they have potentially been exposed but are asymptomatic and have elected to be tested for COVID-19 may utilize paid time off, excluding sick time, while awaiting the results of their test. Employees who test positive for COVID-19 and provide written documentation to the Employer shall have paid time off used while recovering restored to his or her leave bank, up to a maximum of fourteen (14) days. If any days are necessary beyond the fourteen (14) days, the employee shall utilize sick, vacation, personal time, disability benefits and/or FMLA.

b. Employees with Confirmed COVID-19

³ <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

- i. Employees who test positive for COVID-19 with symptoms and were directed to care for themselves at home may discontinue isolation and return to work under the following conditions:
 1. At least seven (7) days have passed since symptoms onset and;
 2. At least twenty-four (24) hours have passed since resolution of fever without the use of fever-reducing medications; and
 3. Other symptoms have improved⁶.
- ii. An employee who is asymptomatic and tests positive for COVID-19 may return to work seven (7) days after the date of the confirmed test provided the employee remains asymptomatic.
- iii. As stated above, employees who test positive for COVID-19 and provide written documentation to the Employer shall have paid time off used while recovering restored to his or her leave bank, up to a maximum of fourteen (14) days. If any days are necessary beyond the fourteen (14) days, the employee shall utilize sick, vacation, personal time, disability benefits and/or FMLA.

c. Guidance for Caregivers at Home


- i. Employees who have an individual living in his or her household who have contracted COVID-19 may visit the Centers for Disease Control Website⁷ for suggestions that may limit exposure to COVID-19 not only to the employee but also to other family members. In summary, they are
 1. Wear reusable and disposable gloves for routine cleaning and disinfection.
 2. Clean surfaces using soap and water, then use disinfectant.
 3. Clean or launder items according to the manufacturer's instructions.
 4. Wash your hands often with soap and water for 20 seconds.
 5. If someone is sick, keep a separate bedroom for the person who is sick (if possible).
3. The Town Council hereby directs the Georgetown Clerk's office to maintain and manage any necessary COVID-19 sick time in accordance with this Ordinance.
4. Severability: If any article, chapter, clause, provision, portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other article, chapter, clause, provision or portion of this Ordinance.
5. This ordinance shall be effective ~~immediately~~ ^{January 1, 2021} and shall expire on December 31, 2021.

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>


⁷ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

ADOPTED AND APPROVED THIS 29th DAY OF MARCH, 2021.

GEORGETOWN TOWN COUNCIL



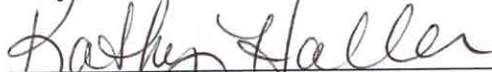
Chris Loop, Town Council Member



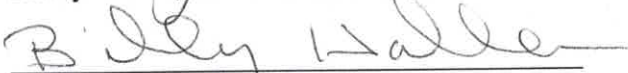
Ben Stocksdale, Town Council Member



Gary Smith, Town Council Member

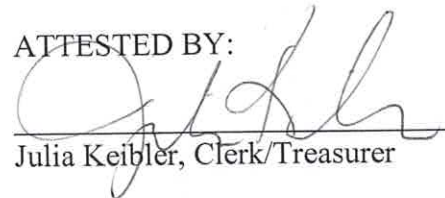


Kathy Haller, Town Council Member



Billy Haller, Town Council Member

ATTESTED BY:



Julia Keibler, Clerk/Treasurer