



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## **EMERGENCY POLICY – COVID-19**

### **December 15, 2020**

The Village of Shorewood is responsible for maintaining a host of operations during all times of crisis and emergency to the best of its ability. If all staff is out sick, our public service systems could be compromised. The Village is implementing the following policy immediately to help prevent the spread of infection rate of COVID-19 until otherwise noticed. These actions are in effect until the Village determines there is no longer a need. **This is an emergency policy subject to change at any time by the Village or additional County, State and Federal mandates, including pending legislation being reviewed by the US Senate.**

#### **Employee Pay and Requested Leave**

1. Employees who choose not to report to work out of fear of getting the virus or showing extra precaution for a variety of reasons will be asked to use vacation, personal, or compensatory time in order to be paid. If all accrual banks are used and the employee wants to request to go on unpaid leave status, the employee must submit the request in writing to their supervisor and the Village Manager's Office. The request will be subject to Village Manager's Office approval and can be denied for any reason(s). Employees must stay in daily contact with their supervisor about their status and potential return date.
2. Employees who qualify for paid leave through the Families First Coronavirus Response Act (FFCRA) can submit a request as outlined through the Village's Emergency Paid Sick Leave Policy to the Assistant Village Manager. Those employees that don't qualify for the paid leave will be directed to request FMLA leave and must use their accruals to be paid (vacation, personal, compensatory time, sick leave) or can elect unpaid leave status as described in the Village's FMLA policy and the request is made in advance to the supervisor and Village Manager's Office. Wisconsin medical leave measures also remain in effect and can be applied as described in the Village's FMLA policy. If an employee needs to self-quarantine, they will be encouraged to work from home as long as they are healthy enough to do so and their position, responsibilities, and resources at home allow them to do so.
3. Should the Village Manager determine the need to close a public building, department heads will identify which staff need to work onsite or have the flexibility to work at home. Employees may be required to work from home as long as they are healthy enough to do so and their position, responsibilities, and resources at home allow them to do so. Should a building close, some employees will be unable to complete their work remotely and all types of compensation for unworked time will be considered including FFCRA and the Adverse weather and emergency closing leave policy.
4. If an employee must take a leave of absence to care for their own minor children in the event of school/daycare closures, those eligible employees who qualify for paid leave through the Emergency Family and Medical Leave Expansion Act (EFMLEA) can submit a request as outlined through the Village's Family and Medical Leave Policy Addendum to the Village's FMLA Policy to the Assistant Village Manager. Those employees that don't qualify for the paid leave will be required to use vacation, personal, compensatory and sick leave (only if the child is sick with documentation) for the absence, to be used in the order listed. Leave will still need to be approved through the employee's supervisor.

5. COVID-19 may be an FMLA or Wisconsin medical leave qualifying medical condition. FMLA or state leave will be followed as described in the Employee Manual. Medical certification or North Shore Health Department documentation will be required as follows:
  - a. If an employee be required to quarantine, the employee will be required to follow FMLA procedures, submitting the required paperwork with accompanied doctor verification.
  - b. If an employee is advised by a certified health department or health professional to self-quarantine, the individual will follow FMLA procedures, submit required paperwork and the need to quarantine will be verified by the North Shore Health Department.
  - c. If an employee is approved to take unpaid leave and that leave does not qualify for FMLA, the Village will continue to pay the employer contribution of premiums during an unpaid leave due to a pandemic declared emergency, as if the employee were not on leave. However, employees must reimburse the Village for Village paid employee required premium contributions paid on their behalf during that leave. Likewise, the Village will continue to pay the employer contribution of premiums during a paid leave and employee contributions will continue to be deducted from and an employee's pay.
6. All vacations not presently approved are subject to review at the Village's discretion. Vacation requests remain subject to supervisor approval. Per the CDC the Village will no longer require a person to quarantine should employees travel domestically within the United States. However, international and cruise travel will automatically result in a 10-day self-quarantine per CDC advisement. Employees should be mindful of domestic travel within the United States and be aware of States that may still be closed to travelers. Work required travel out of Wisconsin continues to be suspended until further notice. Employees are strongly urged to use proper PPE equipment and execute social distancing measures recommended by the CDC and NSHD whenever possible. Upon returning from travel or when employees are unable to maintain a social distance of 6 feet from others, employees should take their temperature and monitor for any symptoms daily prior to coming into work.
7. Sick leave used for COVID testing and self-quarantining during the effective time period of this policy will not affect the sick leave incentive provision of the Personnel Manual.
8. To comply with the face mask ordinance and Governor's order the Village will provide a one-time stipend of \$50 to all employees (includes part-time employees and seasonals) to purchase their own personal cloth face mask protection. The stipend will also be provided to the Municipal Judge. Employees will not be required to provide receipts for the purchase of face masks.
9. Due to restricted abilities to take vacation, the Village will allow employees to carry over up to 80 hours of vacation into 2021, subject to supervisor approval. This amended vacation carryover policy is only available for 2021.

#### **Public Building Closures and General Customer Services**

1. Village Hall and Department of Public Works remain closed to the public for Phase C of the re-opening plan guidelines. Village staff have been and will continue to service residents over the phone, via the website and drop box for payments and transactions. If needed, staff may meet on an appointment basis with customers in designated work areas. Library will continue to serve residents through curbside pick-up and in-person.
2. Identified staff will report to work throughout the closure period pending other state or federal restrictions. Phone lines will remain operational and staff will answer calls during normal business hours.
3. The Village will promote online or mailed payment of tax bills, utility bills, citations, parking tickets, etc.
4. Scheduled Municipal Court sessions through May will be rescheduled following review by Judge Kirchner and Court Clerk Norma Kunze.
5. Employees who are able to conduct certain activities remotely may request approval to work from home from their direct supervisor. Such requests will be reviewed and decided on a case-by-case basis in consideration of all key factors.

6. Village staff will review the ability to utilize technology and phone access for essential Village Board meetings while ensuring compliance with Wisconsin's Open Meetings Laws. All volunteer committee meetings and events will be postponed indefinitely unless the Village Manager's Office or Village Board determines an essential need for the volunteer committee to meet.

#### **Planning and Development Department Operations**

1. The Village will promote building, electrical, plumbing and HVAC permit applications and fees be done through the mail or online.
2. Inspectors who are requested to perform on-site inspections shall wear masks and practice physical distancing throughout the inspection. Inspectors will provide 10 minutes advance notice of arrival to the site, so areas to be inspected may be cleared of workers. It is preferred that the site be cleared of all workers; however, if necessary, up to one contractor may accompany the inspector, but must remain a minimum of six feet from the inspector at all times.

#### **Police Department Operations and Parking Services**

1. Police Department employees are required to report for work in all circumstances as determined by the Police Chief.

#### **Public Works Operations**

1. At this time, refuse and recycling collection and other DPW services are proposed to continue subject to compliance with CDC guidelines/directives regarding social distancing, hygiene, etc.
2. Special collections have resumed and Saturday compactor hours begin starting June 6.
3. Essential services for DPW will be determined on a daily basis with DPW management staff.

#### **Operational Emergency Procedures**

1. The following procedures will be executed by the Village Manager starting the week of March 16, 2020.
2. Employees are no longer allowed to bring or purchase open food items that are shared between the staff. Examples are cookies, cake, and pizza. Employees may bring prepackaged items such as individually wrapped granola bars or bottled soda.
3. Avoid community dispensers such as a common coffee pot or fountain. If you choose to use these items, make sure to wash your hands immediately after touching the location.
4. Hand sanitizers are located at various locations. Please use liberally each time you pass through. The cleaning staff is wiping down door handles and push bars to assist in prevent.
5. Proper hygiene is critical. Wash your hands, refrain from touching your face, coughing and sneezing should be into the elbow. Tissues should be disposed of appropriately. It should be emphasized that washing your hands is the most effective way of cleansing your hands and is the recommended method.
6. Practice CDC recommended social distancing (6 feet). Please refrain from physical contact with others (handshaking/hugging).
7. All employees assigned a vehicle for use during work must sanitize the vehicle upon entering and existing and immediately wash your hands.
8. All public areas that are touched repetitively during the day will need to be wiped down regularly with a CDC approved sanitizer. Any time an employee uses one of these areas, they should wash their hands. Another option if available would be to use hand sanitizer before and after use.
9. All employees are restricted to their own computer and phone and not allowed to use other employees' phones or computers. If this is not an option, sanitize the shared surface before and after each use whenever possible.
10. Host/attend as many meetings as possible via electronic means rather than in-person.

11. Employees with the ability to work remotely may be asked to do so to limit exposure to the work force. Remote access will be set up by IT upon request from your Department Head. All employees working via remote access must track their hours and tasks, emailing them to their Department Head weekly. Department Heads will submit documentation to the Village Manager. Department Heads and the Village Manager will assign tasks to be completed remotely. If the workforce is depleted beyond minimum staffing levels employees will be required to return to work if personal health conditions allow. The Personnel Manual and existing policies for use of Village equipment shall be followed.
12. Staff may be assigned to other departments during the emergency.
13. The emergency may create stressful situations, if you are feeling overwhelmed please seek assistance. The Village of Shorewood EAP (Employee Assistance Program) is available to all staff and may be accessed through the Village's employee portal on our website.
14. If an employee feels they may have been infected with a cold or flu, they should stay home until symptoms have subsided and have been fever free for 24 hours. Notify your supervisor at least (30) minutes before the start of your regular shift. All employees will make every effort to avoid any and all abuses of sick leave. The Department Head may require a physician's certificate to substantiate the illness of an employee at any time. If there is documentation of, or the suspected abuse of sick leave benefits by the employee, a physician's certification may be required when returning to work. Abuse of sick leave will result in disciplinary actions as outlined in the Personnel Manual.
15. Should an employee have a specific ADA request, please contact the Village Manager's Office.
16. Employees shall comply with all face mask ordinances adopted by the Village Board and executed Governor orders. Failure to comply with the ordinance will result in a level C offense as described in the Human Resources Manual, which is similar to a safety violation. Sworn officers who violate the ordinance or internal procedures will be disciplined based on Police Department disciplinary procedures.
17. This policy supersedes only the sections of the Employee Manual which conflict with anything described above. All other provisions of the employee manual and/or contracts remain intact and in effect concurrent with this emergency policy.
18. This policy is being implemented under the extraordinary circumstances presented by COVID-19 and is subject to change at any time by the Village Manager.