

## Operating During a Highly Contagious Viral Outbreak Policy

The policy below is intended to keep employees and clients as safe as possible during a highly contagious viral outbreak. The policy may be adapted as needed. The Genesee County Land Bank is considered a Lower Exposure Risk (Caution) because employees are not required to have contact with people known to be infected with the virus or have close contact with the general public. Employees in this category have minimal occupational contact with the public and other coworkers. However, we still need to remain diligent to help avoid spreading a virus and keep ourselves and those around us safe. As a result, this policy has been adopted to outline the protocol and procedures to keep all employees safe.

During a highly contagious viral outbreak, the number of employees in the office must be limited to essential staff only. Employees that are able to work remotely may be allowed to do so depending on availability of work. The office may be closed to the public until it is deemed safe. Work may need to be completed over the telephone, e-mail, mail, or other means during that time.

For employees working in the office the following protocol must be followed:

1. Employees will self-certify their symptoms before entering the office. Anyone not feeling well or exhibiting symptoms must not enter the office and will be asked to go home. If an employee is not feeling well, they should communicate with their supervisor immediately and refrain from going to the office. Employees may be allowed to return to work once they are symptom free.

If an employee has come in contact with an individual with a confirmed diagnosis for the virus, they will need to notify their supervisor to determine a return-to-work plan following current medical recommendations based on current conditions.

Employees that have received a positive diagnosis will be permitted to return to work once they have tested negative with two tests.

If an employee has chosen to travel outside of Genesee County they may be subject to a quarantine or waiting period, at the discretion of the Land Bank, to ensure they are symptom free prior to returning to work.

Employees subject to a quarantine or waiting period for travel of their choosing, must seek approval from their Supervisor to work remotely to confirm that their job can be done remotely. If remote work is unavailable for any reason, they may use vacation or sick time during the waiting period. If personal or vacation time is not available, the employee may seek benefits from the State, as available.

Please remember, quarantine is only effective if you do not travel during the quarantine period. If you do so, the quarantine period will re-start on the date that you return from that travel and if you were eligible for salary continuation during the original quarantine period, your

salary will only continue until the date that you began your travel in the original quarantine period.

2. Employees that are able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in an enclosed public space.
3. The Land Bank will provide a face mask to all employees. Employees may wear their own face mask if they prefer.
4. Employees must maintain a distance of at least six feet between one another.
5. Employees must wash their hands frequently with soap and water or an alcohol based hand sanitizer with an alcohol content of at least 60%, especially after using the restroom, coughing, sneezing, or blowing their nose, and touching frequently used equipment and surfaces (copy machines, door handles, microwave, water cooler, etc.). Hands should also be washed after touching mail and other items that have been handled by the public.
6. Employees must wipe down their work locations at the end of each day with an anti-viral cleaner which will be supplied by the Land Bank. This includes phones, keyboards, pens, computer mice, light switches, door handles, etc. Frequently touched surfaces and equipment shall also be wiped down on a daily basis at minimum. Conference room, kitchen area, restroom, and common area surfaces will be wiped down daily, at minimum, as well.
7. Employees will need to refrain from using other people's office supplies and equipment to the extent possible.
8. Any gathering of any size in which people cannot maintain six feet distance from one another is strictly prohibited.

Any employee that is not feeling well and is not able to come in to the office or work remotely will need to communicate with their supervisor as soon as possible to let them know. If they receive a confirmed diagnosis this must be reported to their supervisor and Executive Director immediately. If that employee was in the office in that past 72 hours, the entire office will undergo a deep cleaning with anti-viral cleansers to help avoid passing the virus on to another person. If necessary, staff may be sent home until the cleaning has been completed. All employees that came in contact with an infected employee will need to carefully monitor their health and stay home if any symptoms arise.

If an employee stays home due to symptoms or diagnosis of the virus, they will be allowed to use COVID sick time, if they have any left, sick/personal time, or vacation time to cover their time off. If they are out of all time, they may be eligible to use FMLA or take un-paid time off for emergency sick-leave. Please reach out to the Executive Director for more information.

Employees that need to stay home to care for an ill family member or take care of children if childcare and schools are closed will need to communicate with their supervisor and may be able to sign up for FMLA. Please speak with your supervisor or the Executive Director as soon as possible.

During a viral outbreak the Land Bank will be monitoring the situation closely to determine how to keep the operation financially feasible. This may result in staggering hours, furloughing employees, temporarily laying employees off, or other means.

## **Visitors**

Information regarding the highly contagious virus will be posted at the entrances to the Land Bank. Visitors will be asked not to enter the building if they have any symptoms of the virus. It will also be posted that all visitors will need to wear a mask covering their nose and mouth while in the Land Bank building.

Visitors will be permitted *by appointment only*. They will need to call the person they have an appointment with when they arrive. The employee will escort them to the conference room where they will conduct their business at least six feet apart. Once the business has been completed, the conference room will need to be wiped down immediately with disinfecting cleaners.

## **Resources**

[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.dol.gov/agencies/whd/fmla/pandemic>

<https://gchd.us/employers-and-workers/>

### COVID-19 Self Certification Questions

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Please circle any of the symptoms above that you are experiencing today. If you are not experiencing any symptoms, please indicate so here by writing “none”: \_\_\_\_\_

**I have read and understand the Land Bank’s Operating During a Highly Contagious Viral Outbreak Policy and agree to abide by the policy.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_