

	<p><b>City of Albany</b>  Human Resources Policy  Policy #: HR-ER-18-004  Title: Contagious Illness</p>	<p><b>Employee Relations</b></p>
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**Purpose** It is the goal of the City of Albany to reduce the impact of contagious illness on employees, customers and the general public while continuing to offer public and emergency services during a contagious illness outbreak.

**Policy** An employee’s risk of exposure to a contagious illness during a serious outbreak may vary. The level of risk depends on whether or not a job requires close proximity to people potentially infected with a contagious illness, or whether an employee is required to have repeated or extended contact with known or suspected sources of contagious illness such as coworkers, the general public, or other individuals or groups.

Each department will plan preventative measures to protect and support employees, customers, and the general public. These preventative measures may include:

1. Social distancing that minimizes face-to-face contact, reduces frequency, proximity and the duration of contact between both employees and customers to reduce the chance of spreading contagious illness or disease from person to person, i.e., email, websites, teleconferences.

Production and work practice modifications should be made to maintain required social distancing. If these modifications are unable to achieve the social distancing requirements and employees must work in close contact in order to complete business-critical tasks, then PPE (such as successfully fitted respirators) can be used to supplement, not replace, these production and work practice modifications in order to comply with the social distancing requirements. Keeping in line with the hierarchy of controls, PPE should be utilized as a last resort.

2. Organizing and identifying a central team of employees or a focal point (website, social media, physical signage, or other means) to serve as a communication source so that employees and customers can have accurate information during the outbreak.
3. Working with employees to address absence and leave issues to plan for continuing the essential functions of the department during elevated absentee rates. This may include cross-training employees to perform essential functions so that necessary department functions are able to operate even if key staff are absent.
4. Consideration of reassignment of duties to reduce contact with others for those employees who are at high risk for complications from a contagious illness (according to CDC priority immunization list) to allow the employee to stay at work.
5. A supervisor providing an alternative work schedule on a case-by-case basis, including staggered work shifts or allowing an employee to stagger a work shift to provide coverage for department operations. Consideration may also be given for an employee to work from home when feasible.
6. Cancellation of non-essential business travel.



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7. Promotion of preventative personal hygiene and providing employees and customers easy access to infection control supplies, such as soap, hand sanitizers, personal protective equipment, tissues, and office cleaning supplies.
8. Providing training, education, and information material about business-essential job functions and employee health and safety, including proper hygiene practices and the use of any personal protective equipment to be used in the workplace.
9. Assignment of staff to disinfect City equipment such as employee desks, telephones, doorknobs, counter tops, meeting rooms, City vehicles, and general public areas. The City will provide personal protective equipment, such as gloves or surgical masks.
10. Encouraging employees to take care of their health by eating right, getting plenty of rest, getting an annual flu vaccination and staying current on all vaccinations.
11. Encouraging ill employees to stay at home for as long as Public Health/CDC guidelines recommend after they no longer have a fever (100 degrees Fahrenheit) or signs of a fever (chills, feel very warm, have a flushed appearance, or are sweating). The fever must be gone without the use of fever-reducing medicines (any medicine containing ibuprofen or acetaminophen.).
12. Employees who get sick at work should go home as soon as possible. If the employee cannot go home immediately, he/she should be separated from other employees. The protocol for dealing with any potential flu cases include sanitizing the employee's work area and isolating the employee's work area for 8-24 hours, where feasible, to ensure the virus is no longer active.
13. City will look at options to provide sanitation of work areas as needed.
14. Depending on the increased severity of the outbreak, a department may conduct active screening of employees when they arrive at work by asking all employees about any symptoms they may have, such as fever, cough, runny nose, muscle aches, and sore throat. Employees who have flu-like symptoms will be asked to go home and will be required to use their sick leave accrual for this absence.
15. Providing employee sick time for flu like symptoms for up to 7 days (or longer), if needed, and encouraging employees to stay home until at least 24 hours after symptoms have gone away.
16. Requiring Doctor's notes per Collective Bargaining Agreements and the Human Resources Sick Leave Policy. Generally, a doctor's note will not be required for the flu, unless complications develop, or the absence exceeds 7 days.

Employees will be notified of any known possible exposure in the workplace to a contagious pandemic illness, but confidentiality will be maintained as required by the Americans with Disabilities Act (ADA). Employees are encouraged to seek medical attention if they feel flu-like symptoms.

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At the direction of the Human Resources Director or City Manager, departments will keep a daily record of the number of employees absent from work and the duration of the absence due to flu like symptoms. The City Manager or Human Resources Director may request this information for absentee tracking and essential business planning purposes. Departments should notify Human Resources or the Public Information Officer if their employee absentee rate exceeds 20 percent of the department’s work force.

The Fire Department and City Emergency Manager will be the City’s main contacts with county and state agencies for updated contagious illness information.

**Definitions**

*For the purpose of this policy, the term “Contagious Illness” is understood to include:* contagious temporary illnesses, such as influenza and other diseases that, in the judgment of the City Manager, may necessitate curtailment of City operations.

**CDC Immunization Priority List-** As provided on the [www.cdc.gov](http://www.cdc.gov) website.

**References**

U.S. Government Information on Pandemic Influenza- [www.flu.gov](http://www.flu.gov)

CDC/NIOSH Occupational Health Issues Associated with COVID-19 Coronavirus  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Benton County Health Department  
<https://www.co.benton.or.us/coronavirus>

City of Albany- <https://www.cityofalbany.net/coronavirus>

Only the City Manager or designee may close City offices. Department Directors are to consult with the City Manager if reduced staffing levels make it difficult to continue providing services to the public.

**Review and Authorization**

Supersedes: HR-ER-18-003	Created/Amended by/date: DJ; 04-01-20	Effective Date: 04-01-20
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes