

**BOROUGH OF WEST PITTSTON
COVID-19 PERSONNEL POLICY**

PURPOSE:

To memorialize the policies the Borough of West Pittston ("the Borough") has had in effect, both past and present, and to memorialize and establish the Borough's procedures in the future regarding personnel affected by the COVID-19 pandemic, the Borough sets forth the following:

POLICY:

The Borough has and will continue to take as many precautions as possible to decrease those affected by the virus. These precautions include, but are not limited to:

- Employees will be provided and required to wear masks during their time in or on Borough property, except to the extent an employee is using break time to eat or drink. Employees will be permitted to wear other masks already in their possession so long as the masks meet guidelines issued by the Centers for Disease Control and Prevention ("CDC").
- Employees must maintain a social distance of at least six (6) feet from other employees at all possible times. This means there shall be no more than three (3) employees in one room at any given time.
- Employees shall frequently wash their hands for twenty (20) seconds with warm water and soap. If hand washing stations are not readily available, employees shall use hand sanitizer with at least 60% alcohol. Employees shall cough into their elbows and limit the touching of surfaces to a minimum. Frequently touched surfaces (door handles, counter tops, etc.) shall be sanitized frequently.
- Non-essential visitors will not be permitted in or on the Borough's property, unless an appointment has been scheduled prior. All visitors in the building must comply with the requirements of employees as outlined in this policy, meaning, at a minimum, all visitors shall wear CDC-approved masks.
- A sign shall be posted at every entry to the Borough building to instruct unannounced, non-essential visitors to call the Borough building with the purpose for their presence at the building. Unannounced visitors will not be permitted into the building until they schedule an appointment. Appointments shall only be permitted for compelling reasons.
- If an employee displays objectively suspicious symptoms related to the virus (i.e., dry cough, shortness of breath), the Borough shall have the right to screen the employee's temperature to ensure that the employee is not a direct threat to

others. If the employee's temperature exceeds 100.4 degrees Fahrenheit, the employee shall be sent home.

In the event an employee or an employee's household member is exposed to the virus and/or has tested positive for the virus, the following requirements must be met:

- The employee shall notify the Borough Manager of the exposure, who shall inform all other employees who may have had contact with the exposed employee.
- In the event an employee or an employee's household member has been exposed to the virus, the employee, as a critical infrastructure worker, may continue reporting to work so long as he or she remains asymptomatic. However, the employee must have his or her temperature taken before work to ensure it is less than 100.4 degree Fahrenheit, wear a mask, social distance, disinfect and clean all work spaces, and leave work immediately upon developing symptoms.
- In the event an employee or the employee's household member has tested positive for the virus, the employee shall not report to work for at least two (2) weeks and may only return upon presenting a doctor's note establishing that the employee is fit to return to work.
- If an employee reports that he/she or his/her household member has tested positive for the virus, all employees shall have their temperature screened before being permitted to enter Borough property. All employees whose temperatures exceed 100.4 degrees Fahrenheit shall be sent home.
- If an employee reports that he/she or his/her household member has tested positive for the virus, the Borough shall close off and ventilate all areas visited by that employee for at least twenty-four (24) hours before cleaning and disinfecting those areas.

If an employee must miss work because he or she has been affected by the virus, such employee will be eligible for additional benefits in accordance with the Families First Coronavirus Response Act. Such benefits include:

- Two weeks (up to eighty (80) hours) of paid sick leave at the employee's regular rate of pay for an employee who is unable to work because the employee is quarantined and/or experiencing virus symptoms and seeking a medical diagnosis; or
- Two weeks (up to eighty (80) hours) of paid leave at two-thirds (2/3) the employee's regular rate of pay if the employee is unable to work due to a bona fide need to care for an individual subject to quarantine or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to the virus.

- Employees who have been employed with the Borough for at least thirty (30) days prior to their leave are also eligible for an additional ten (10) weeks of paid leave at two-thirds (2/3) their regular rate of pay to care, for a bona fide reason, for an individual subject to quarantine or for a child under 18 years of age.

Part-time employees are also eligible for the above benefits, but they are entitled to their pay for the number of hours they work on average in a two-week period, subject to adjustment.

This policy is subject to change.

This Covid-19 Personnel Policy is effective Sunday, April 19 at 8:00 p.m. in accordance with the Commonwealth's guidelines.

Signature: Ellen Quina

Name (print or type): Ellen Quina

Title: Council President

Date Signed: April 24, 2020