

## **Infectious Disease Control Policy**

The City of Hendersonville will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the City during any such time to strive to operate effectively and ensure that all essential services are provided while protecting the safety of our employees.

The City of Hendersonville is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### Preventing the Spread of Infection in the Workplace

The City of Hendersonville will ensure a clean workplace. In case of an infectious disease outbreak, additional cleaning measures may be added, such as employees taking responsibility for their workstation. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety.

Employees who exhibit illness on the job may be required to leave work and stay home until they are symptom free.

All employees are asked to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. Employees should stay home when feeling sick and utilize their health provider, the City clinic or Telemedicine provider when symptoms occur. Frequent hand washing with warm, soapy water, covering your mouth when you sneeze or cough, and discarding used tissues in wastebaskets are essential for good hygiene. Alcohol-based hand sanitizers will be offered throughout the workplace and in common areas, based on availability.

### Business Travel

If the situation warrants, the City Manager, or his/her designee, may announce the suspension of all non-essential business travel. When this decision is made, the following shall take effect:

- a. Business travel shall be limited to situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations.
- b. Business travel requests must be approved by the Director of the relevant department, the Assistant City Manager or City Manager.
- c. If a travel ban is issued, employees are to cancel reservations and get all available refunds for hotels, registration fees, and transportation costs. If monetary reimbursement is not possible, the recommendation is to request credits, if possible.

### Personal Travel

If the situation warrants, the City Manager, or his/her designee, may implement personal travel requirements.

- a. To reduce the overall risk of the spread of an infectious disease, employees are strongly encouraged not to engage in personal travel to a location where there is sustained community transmission.

b. The City will follow the CDC's guidance as described for any specified infectious disease and will update these requirements as necessary.

Sick/Extended Leave

Unless otherwise notified, normal attendance and leave policies will remain in effect. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop necessary contingency plans such as, alternative sources of childcare should schools close. Temporary leave, work schedule and telecommuting policies may be issued to keep essential operations open.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the City of Hendersonville may implement these social distancing guidelines to minimize the spread of the disease among the staff.

- a. Adjusting shifts and rotating staff to limit exposure.
- b. Use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- c. If you must meet, choose a large meeting room and sit at least one yard from each other, if possible.
- d. Avoid physical contact such as shaking hands.
- e. Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.
- f. Not congregate in work rooms, lunchrooms/kitchens, copier rooms or other areas to socialize.
- g. Eat away from others avoiding crowded places, when possible. Place food orders via phone and e-mail in order to minimize person-to-person contact. Have the food orders, materials and information ready for fast pick-up or delivery.

Approved by:

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John F. Connet, City Manager

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Date

This policy may be modified by the City Manager as needed and ratified by the City Council at their next available meeting.