



CITY OF SAINT PAUL
POLICIES AND PROCEDURES

POLICY TITLE:	Infectious Disease Control
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A. OVERVIEW

- 1. Description and Purpose** - The City of Saint Paul (City) establishes the following policy to help reduce the risk of spreading infectious diseases between employees and the general public.
- 2. Applicability** – This policy applies to all City employees, contractors, consultants, and the general public.
- 3. Failure to Comply** – Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

B. POLICY AND PROCEDURE

- The City 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 period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.
- The City 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.
- 3. Cleaning Protocols**
 - The City will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.
 - The City's Safety 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 through infection control.
- 4. Employee Hygiene**
 - All City employees are expected to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.
 - Employee shall sanitize their workstations when they arrive at work in the morning and after lunch and at the end of the day.

- c. Employees shall sanitize their City issued vehicle or equipment prior to using each day and at the end of their shift.
- d. Alcohol-based hand sanitizers will be placed in common areas for employees to use.

5. Temperature Screening

- a. In the event of an infectious disease outbreak or as a precautionary measure, the City may institute temperature screenings. The City will conduct temperature screenings as follows:
 - i. Ill employees will have their temperature taken upon reporting to work and prior to entering any other areas of City property.
 - ii. Each employee will be screened privately using a touchless forehead/ temporal artery thermometer. The employee's temperature will be documented, and the record will be maintained as a private medical record. An employee who has a fever at or above 100 degrees Fahrenheit will be sent home.
 - iii. Time spent waiting for the health screening should be recorded as time worked.

6. Business and Personal Travel

- a. All non-essential travel on behalf of the City of Saint Paul (City) will be prohibited. If a City employee believes travel on the City's behalf is "essential" that employee must obtain written permission first from City Manager for such travel.
- b. Any City employee returning from outside of the City must complete a self-quarantine prior to returning to work. The length of the period will be based on Federal, State or local health recommendations.
- c. Limited exceptions may be made by the City Manager for the City's "essential" workers that may need to work to ensure that essential municipal services are still provided to the community. The City Manager shall prepare and approve a Community/Workforce Protection Plan for the City's "essential workforce". Employee will be expected to adhere to the Community/Workforce Protection Plan.
- d. The City will also reschedule any scheduled work to be performed by off-Island contractors and contractors on behalf of the City.
- e. If employees travel they should avoid crowded public transportation when possible.
- f. Any personal travel will be at the discretion of the employee and the City will take no responsibility for the employee's action while traveling for personal reasons.

7. Telecommuting

- a. Part of the City's emergency plan includes allowing, when appropriate, employees to work remotely.
- b. See City Personnel Policy 02.08 – Telecommuting for more details.

8. Staying Home When Ill

- a. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms. Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.

- b. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines or other guidelines provided by Federal, State or local health officials.

c. Requests for Medical Information and/or Documentation

- i. If an employee is out sick or show symptoms of being ill, it may become necessary to request information from their health care provider. The City HR will request medical information to confirm the employee needs to be absent, to show whether and how an absence relates to an infection, and to know that it is appropriate for employee to return to work.

d. Confidentiality of Medical Information

- i. The City's policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

9. Notification to Employees When an Infectious Disease Outbreak Occurs

- a. The City will inform employees as soon as possible if the City becomes aware of a infectious disease outbreak involving a community member and/or an employee.

10. Determining Employees Who May be at a Higher Level of Risk to Infectious Diseases

- a. Human Resources will work to have all employees complete a risk assessment questionnaire in order to determine if employees might be at higher risk for complications from infectious disease so that we can complete City emergency plan. This information will only be used for the purpose of infectious disease control and not for any other reason.

11. Use of Social Media and Privacy During an Infectious Disease Outbreak

- a. Employees shall refrain from texting or posting on any social media information about potential or confirmed infectious disease outbreaks.
- b. See City Personnel Policy 05.11 – Use of Social Media for more information.

12. Physical Distancing Guidelines

- a. In the event of an infectious disease outbreak, City may implement physical distancing guidelines to minimize the spread of infectious diseases among the staff. Guidelines include but are not limited to the following:
 - i. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail to communicate.
 - ii. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.

- iii. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

13. Use of Anġiliisiġ (breath catchers/face masks/face coverings) by City Employees

- a. In the event of an infectious disease outbreak, City may implement use of anġiliisiġ (breath catchers/face masks/face coverings) by City employees.
- b. No employee performing work for the City or on City property shall be within six feet of another person except as absolutely necessary and for as short a duration as feasible.
- c. During the limited times the employee is within six feet of another individual that employee shall wear an anġiliisiġ.
- d. Employees shall wear an anġiliisiġ when working in public spaces or around people in the public.
- e. Employees shall wear an anġiliisiġ when working indoors with others. However, employees are not required to wear an anġiliisiġ once inside their work area.
- f. The City will provide reusable masks, if necessary, which employees shall care for as instructed by their supervisor.

14. Public Events/Gatherings

- a. In the event of an infectious disease outbreak or as a precautionary measure, the City may reschedule, cancel, or modify the delivery method of public type of events and gatherings.

15. Public Access To City Facilities

- a. In the event of an infectious disease outbreak or as a precautionary measure public access will be prohibited to all City facilities and buildings, including the Recreation Center, except City Hall. Employees may continue to access their work locations. All doors shall remain locked during normal business hours and after hours at all City facilities and buildings, except City Hall.
- b. Access to City Hall will be restricted to the southeast entrance only. The exterior doors on the second floor and exterior door on the northeast side of City Hall will remain locked during normal business hours and after hours. Entering members of the public must wash their hands in the restroom across from Public Safety prior to entering the rest of the building.
- c. If a member of the public must come to the City Hall to conduct business they shall call 546-3145 prior to coming to the City Hall. Additionally, the City Hall foot traffic shall be one-way, entering from the southeast entrance and exiting to the northeast exit.

16. Signage

- a. The City will post signs to remind, educate, inform the public and employees on:
 - i. Cover your cough -reminding/educating
 - ii. Hand washing – reminding/educating
 - iii. Health alerts notices – posted at clinic/program entrances

- iv. Learning circle tips – given out at each learning circle
- v. High-touch surface cleaning sign – reminding/educating
- vi. HCP exposure to COVID–19 to assist with risk assessment, monitoring, and work restriction decisions.
- vii. Other signs to help with preventing the spread of COVID–19 as deemed appropriate by the City Manager.

17. Children in the Workplace

- a. The City Personnel Policy 05.12 - Children in the Workplace will still be in effect but may be waived depending on the circumstances by the City Manager.
- b. Under no circumstances may an employee bring a sick child to work.

18. Employee Leave and Pay

- a. A City employee qualifies for paid sick leave if the City employee is unable to work (or unable to telework) due to a need for leave because the City employee:
 - i. Is subject to a Federal, State, or local quarantine or isolation order;
 - ii. Has been advised by a health care provider to self-quarantine;
 - iii. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - iv. Is caring for an individual subject to an order described in (i) or self-quarantine as described in (ii);
 - v. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
 - vi. Is experiencing any other substantially-similarly condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- b. If an employee is unable to work as a result of (i) – (iii): A full-time employee is eligible for 80 hours of paid leave at their regular rate up to \$511 per day and \$5,110 in the aggregate (over a 2-week period). A part-time employee is eligible for full pay at the number of hours of leave that the employee works on an average over a two-week period.
- c. If an employee is unable to work as a result of (iv) or (vi): A full-time employee is eligible for 80 hours of paid leave at 2/3 of their regular rate up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). A part-time employee is eligible for 2/3 pay at the number of hours of leave that the employee works on an average over a two-week period.
- d. If an employee is unable to work as a result of (v): A full-time employee is eligible for 12 weeks of paid leave at 2/3 of their regular rate up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). A part-time employee is eligible for 2/3 pay for the number of hours that the employee is normally scheduled to work over that period.

- i. If the employee has already claimed eligibility under (b) or (c), the employee is entitled to 10 weeks of paid leave at 2/3 of their regular rate up to \$200 per day and \$10,000 in the aggregate (over a 10 week period).
- e. City employees are entitled to pay under either (b) or (c), but not both. All City employees are entitled to pay under (d).
- f. Notice
 - i. In order to obtain paid leave under this policy the employee must first provide the Emergency Pay Sick Leave Request Form to his or her employer.
 - ii. If the need for leave is foreseeable, the City employee must provide notice of the employee's intent to take paid leave under this policy prior to taking leave.
 - iii. If the need for leave is not foreseeable, the City employee must provide notice of the employee's intent to take paid leave under this policy as soon as practicable.
- g. This pay policy is based on the Families First Coronavirus Response Act.
- h. An employee who wishes to take intermittent leave under this policy must get prior written approval from the employee's supervisor.
- i. This pay policy is in effect until December 31, 2020.

19. Employee Support

- a. The City Administration will provide information to employees through email and printed documents to ensure employees are kept up to date.
- b. Employees are encouraged to contact a trained learning circle leader, behavioral health consultant, or other mental health professional. The number to contact is 1-866-729-3994.
- c. Supervisors shall schedule regular check-ins with staff who are not working or are working remotely to check on overall wellness.

C. FORM(S)

- 1. Emergency Paid Sick Leave Request Form.

D. REFERENCE(S)

- 1. None.

E. DEFINITION(S)

- 1. "infectious disease" - according to the federal Centers for Disease Control, emerging infectious diseases are new infections resulting from changes or evolution of existing organisms, known infections spreading to new geographic areas or populations, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents, or breakdowns in public health measures. These include coronavirus, influenza, staph infections, and the Ebola and Zika viruses.

F. POLICY HISTORY

1. This policy replaces the Temporary Emergency City Policies During COVID-19 Pandemic dated August 7, 2020.