[Municipality Letterhead]

To: All Employees

From: [Name], Municipal Manager

 Re: Guidance Regarding Coronavirus Concerns

We have adopted the below protocols and policies to address COVID-19 Coronavirus (“Coronavirus”). The Municipality is notifying all Municipal employees of the precautionary measures that both the Municipality and its employees should take to minimize the risk of exposure and restrict the spread of the virus. We also are updating policies related to these issues.

1. If you are experiencing flu-like symptoms, please do not come to work. The Municipality offers various forms of paid leave, including sick leave, as a benefit to ensure its employees do not face financial repercussions due to being ill. To encourage employees with symptoms to stay home, employees may use accrued leave, including sick leave, for a period of up to # days without providing a sick note. Further, employees without sick leave will be advanced up to # days. This is a temporary and limited exception to the Municipality’s current policy and is only being made due to the exceptional circumstances presented by the Coronavirus pandemic.

2. If you meet any of the following criteria below, please notify your direct supervisor immediately, as you will be required to self-quarantine at home for a period of 14 days or as otherwise advised or required by a qualified medical professional, the CDC or other governmental agency:

* Being evaluated as a person under investigation for Coronavirus;
* Received a diagnosis of Coronavirus;
* Traveled to a level 2 or 3 country, as defined by the CDC, within the past two weeks;
* Had contact with an individual who has been diagnosed with Coronavirus.

3. To reduce the chance of getting or spreading any respiratory virus, the Municipality will be implementing increased sanitation and hygiene procedures in all Municipal buildings.

* Employees should take additional precautions by cleaning all frequently touched surfaces within one’s workspace, including desks, countertops, computers, telephones and doorknobs;
* The Municipality will provide disinfectant wipes so that commonly used surfaces can be wiped down by employees before each use;
* Wash your hands frequently with soap and hot water and after you touch another person;
* Cover your cough by coughing into a tissue or your sleeve instead of into your hands, and then wash your hands afterwards;
* Depending upon your job duties, limit physical contact as much as possible.

4. If you begin to experience flu-like symptoms while in the workplace, please notify your direct supervisor as soon as possible, and go home. Further, if you are observed in the workplace while exhibiting flu-like symptoms, the Municipality may ask that you leave the workplace.

5. Some employees, based upon their job duties, may be able to work from home remotely. If you believe you are suffering from flu-like symptoms, or based upon exposure to others with flu-like symptoms believe coming into the office would be unwise or unsafe, please consult your direct supervisor as to whether a remote work arrangement is feasible, and can be arranged under the circumstances. The Municipality recognizes that some work-from home arrangements will limit the employee’s ability to perform all of the essential functions of his/her position. The Municipality will, to the extent feasible, consider work from home arrangements on a temporary basis and only to limit the spread of the Coronavirus.

6. If you have traveled recently or recently returned from an area which exposure to the Coronavirus was possible, or believe you may have interacted with an individual with the Coronavirus, please contact your direct supervisor as soon as possible. The Municipality may seek additional information from you to determine whether a fitness for duty certification will be required prior to returning into the workplace.

7. If a member of your family is exhibiting symptoms or has been confirmed to have the Coronavirus, and you are needed to provide care to that family member, the Municipality offers various forms of leave available under such circumstances. Please reference the Municipality’s Personnel Handbook or any applicable collective bargaining agreement for guidance on available leave, or contact the Human Resources Department.

8. If you are scheduled to engage in any business travel on Municipality-related business, including attendance at off-site training or conferences, please contact your direct supervisor or the Municipal Manager immediately to determine whether such travel, even if previously approved, is feasible or necessary under the circumstances. Even if such travel or attendance has been previously approved prior to this guidance, you are to assume it is not approved and has to be re-approved by the Municipality Manager.

9. If you or anyone with whom you recently interacted have contracted Coronavirus, please inform Human Resources immediately, so preventative measures can be taken within the workplace. As with any discussion regarding medical information, such information will be held in confidence as required by applicable law.

Since this is a rapidly evolving issue, the Municipality may update this interim guidance as needed and as additional information becomes available. Please see me directly with additional questions or concerns.