



CITY OF KETTERING  
DEPARTMENT OF HUMAN RESOURCES

**Via Email**

**Date:** March 16, 2020

**To:** Department Directors  
Honorable Judge James F. Long  
Honorable Judge Frederick W. Dressel  
Andrea White, Clerk of Courts

**From:** Sara E. Mills Klein, Human Resource Director  
**Subject:** COVID-19

In our ongoing efforts to prevent the spread of COVID-19 and to ensure the safest work environment possible for our employees, we are asking Directors and/or their designees to take the following steps:

Employees' Health:

- Carefully monitor your employees and inform Human Resources (HR) immediately of any employees you observe experiencing flu-like symptoms or who are ill or using sick leave.
- Supervisors shall not solicit the nature of any medical condition from an employee, but rather work directly with the HR Department.
- All ADA, HIPAA, FMLA and all other applicable laws will continue to be followed.
- Information about our employees' health conditions is treated confidentially.
- Decisions to release an employee from work will be made on a case-by-case basis by the Department Director in conjunction with HR.

Employees' Travel:

- Immediately inform HR when you have knowledge that an employee or an employees' household members have traveled or intend to travel, to geographic areas designated as World Health Organization (WHO) or CDC affected regions.
- Employees (even asymptomatic employees) may be barred from returning to the workplace for the presumed 14 day incubation period.
- Any employee who has traveled internationally or on a cruise ship in the past 14 days, or has had close contact with someone who has traveled internationally or on a cruise ship in the past 14 days, or has had close contact with a person confirmed to have, or being evaluated for the COVID-19 infection, must stay home for 14 days.
- If you have employees who are returning from out of state travel, contact HR to assess the situation on a case-by-case basis.
- As more information becomes available, further quarantine protocols may be implemented.

Employee Assistance Program:

- Free, professional, and confidential counseling services are available 24 hours a day, 7 days a week to employees, family members and individuals living within the employee's household.

- Sessions may be arranged by calling 937-208-6626 or 800-628-9343 between 8 am and 5 pm.

#### Virtual Visits:

In an effort to not inundate our health care system with in-person visits and to adhere to social distancing guidelines, we encourage virtual visits for both medical and mental health when possible.

- Visit [myuhc.com](http://myuhc.com) and sign in or register for an account.

#### Illness Protocol:

Employees are encouraged to stay at home if they are not feeling well or are exhibiting flu-like symptoms. Employees should remain at home until at least 48 hours after a fever is gone, without the use of fever-reducing medication.

In the event an employee tests positive for COVID-19 the following measures will be taken:

- The City will consult with Public Health-Dayton and Montgomery County.
- The employee that tested positive will be quarantined at home (or at the most appropriate place, i.e. hospital) for 14 days.
- Asymptomatic employees who may have been exposed will not be sent home immediately, but rather be observed for symptoms.
- The workplace will be cleaned.
- The workplace will not be closed down automatically.

As a reminder, please visit [www.ketteringoh.org](http://www.ketteringoh.org) for updates and links to the CDC and other health agencies; stay home if you are sick; use virtual visits for medical appointments; protect your household and family members; and minimize travel.

Please contact the HR Department with any questions. We appreciate your patience and cooperation in navigating through this fluid situation.

Cc: Human Resource Department