



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

Date: September 16, 2020

To: Mark Schwieterman, City Manager
Steve Bergstresser, Assistant City Manager

From: Sara E. Mills Klein, Human Resource Director *Sara E. Mills Klein*

Jenny Smith, Human Resource Manager *Jenny Smith*

Re: Temporary Adaptive Work Policy (TAWP) Implementation and FAQ's

General Tips

- When having discussions with your employees about the TAWP or discussing a TAWP schedule, give your employee a copy of the TAWP.
- Be clear with the requesting employee that there are 3 approvals required before request has been granted.
- Route the TAWP form in order of Approvals: 1) Department Director 2) Human Resources 3) City Manager.
 - Some positions (not just assignments within) are not suitable for Plan A of the TAWP.
 - There has to be appropriate work.
 - Employee must be asymptomatic;
- Employees who are working remotely due to quarantine or exposure should not report to City work sites to collect work or personal items. Each Department Director should develop a contactless pick-up/delivery protocol consistent with the City's Recovery Plan.
- Remember that TAWP has its own paycode. Please cover this with your Payroll Coordinators and your employees.
- Track your TAWP employees carefully.
 - Reasons 1-4 cannot exceed 14 consecutive days per occurrence.
 - Reason 4-5 cannot exceed 3/5 of a schedule off-site.
 - Department Directors have the responsibility to stay within the parameters of the policy.
- Remember TAWP and Families First (FFRCA/EPFL) can be used in tandem so tracking and staying on top of leave usage, payroll and communication with HR is vital to the successful implementation and execution of this policy.

Tips for Reason #5

- To expedite processing please attach employees school plans for #5. (The plans can typically be found on the school's website.)
- If you as the Director have discussed a schedule with the employee, please provide those details in the comment section of the request form. This is a new policy so any information you provide is helpful.
- If the employee's child's school schedule changes please notify HR to update the TAWP form and see if a new approval process is necessary.

FAQ's

I am confused...why would someone with reasons related to caring for someone exposed to COVID-19 be in workplace 2/5 of time (Reasons 4 and 5, which reason 4 refers to 1 and 2)?

The prime example is an employee with a school age child. The employee's child is attending on-site school. Another child in the class tests positive for COVID-19 so the entire class is quarantined by Public Health for 14 days, including the employee's child. The parents, including the City employee, are not quarantined. No one in the family is positive for COVID-19. The employee parent can work for us at home 3/5 of their schedule at home and 2/5 on-site provided they are asymptomatic while the child is in home quarantine.

Can an employee work while they are sick?

No. An employee can never work (on-site or remotely) while they are sick (symptomatic).

By way of background, this was City policy even prior to COVID-19. Employees are provided sick leave to recover from illness and to prevent the spread of illness in the workplace.

Why do employees have to stay home for 10 days even if they are asymptomatic or might have tested negative for COVID-19?

The City is following CDC, ODH, and Public Health Dayton & Montgomery County protocols, which are set forth in City and Police and Fire Protocols. They are attached for your convenience. We ask that you and your management teams periodically review these to stay familiar with them. In conjunction with the Task Force, HR works very closely with these protocols, as well as each individual employee's situation to do everything we can to maintain the safety of our workforce and return employees as quickly and as safely as we can to the on-site work environment.

Is there a limit to the number of days an employee can work remotely for reason #5 under the TAWP?

Under the TAWP there is not a cumulative total day limit like reasons 1-4. However, there is a weekly limit – 3/5 of an employee's schedule. For a 40-hour a week employee that would equal 24 hours per week. Of course the prior and continued approval of an employee's Department Director, the HR Department and the City Manager are required before an employee can begin working this COVID-19 related schedule. Currently the TAWP is in place until December 31, 2020 unless revoked by the City Manager.

Departments can contact HR with any other questions as needed.



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

Date: July 24, 2020

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

From: Mark W. Schwieterman, City Manager *Mark Schwieterman*
Steven E. Bergstresser, Assistant City Manager *Steve E. Bergstresser*
Sara E. Mills Klein, Human Resource Director *Sara E. Mills Klein*

Re: ***COVID-19 PROTOCOL FOR PERSONNEL (EXCLUDING FIREFIGHTING PERSONNEL, SWORN POLICE OFFICERS, SUPERVISORS, DISPATCHERS AND JAILERS), VOLUNTEERS, PATRONS, VENDORS, CONTRACTORS AND THE VISITING PUBLIC REGARDING SIGNS AND SYMPTOMS, EXPOSURES AND CONFIRMED POSITIVE TESTS (REVISED #1: 7.24.2020)***

As we continue to return employees to the on-site work environment under the Responsible RestartOhio plan, we have established a COVID-19 Protocol for certain City personnel, volunteers, patrons, vendors, contractors and the visiting public. This protocol does not apply to Police and Fire personnel covered under policies specific to those departments.

This protocol is subject to change dependent upon the guidance and interpretation of the same from the Centers for Disease Control (CDC); the State of Ohio, Ohio Department of Health (ODH) and Public Health-Dayton and Montgomery County guidelines, as well as the health department/district in the village, township, city or county in which an employee resides. Please forward this protocol to your supervisors and employees, as necessary.

Because much of this protocol is signs and symptoms based, below are the symptoms for COVID-19.

Signs and Symptoms:

- Temperature scan $\geq 100.4^{\circ}$ F.
- Signs/symptoms of seasonal flu (coughing, sore throat, shortness of breath or difficulty breathing, fatigue, congestion or runny nose, fever or chills, headache, nausea or vomiting, muscle or body aches, diarrhea).
- Any new loss of taste and/or smell.

Departments are also reminded that all illnesses and absences that have any COVID-19 symptom(s)--including an employee experiencing even one, single symptom--are to be reported immediately to the Human Resource (HR) Department as we continue to monitor the health and safety of the workforce during this pandemic.

IF A CITY OF KETTERING EMPLOYEE HAS SIGNS/SYMPTOMS OF COVID-19 WHILE AWAY FROM WORK:

The steps below outline the actions an employee should take if they experience COVID-19 signs/symptoms while away from work:

Stay home, self-quarantine. As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available. Restrict contact with pets and other animals, just like you would around other people. People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care if so advised. Do not visit public areas.

- **Seek medical attention.** Contact your medical care provider - before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do. Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
- **Wear a mask.** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office.
- **Cover your coughs and sneezes.** Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water.
- **Clean your hands often.** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
- **DO NOT RETURN TO WORK until cleared to do so by HR.** Contact your supervisor who will coordinate with HR. Specifically, the CDC has released non-test-based criteria for discontinuation of home isolation. Non-test-based guidelines have been issued due to the frequent medical determination not to test for a multitude of reasons including: age, underlying health conditions, and risk of exposure. The non-test-based strategies are:
 - Employees with symptoms who have not been tested (or are waiting for test results) should stay home until at least 24 hours has passed since there has been no fever without use of fever-reducing medications **AND**;
 - Other symptoms have improved **AND**;
 - At least 10 days have passed since the onset of symptoms.

IF A CITY OF KETTERING EMPLOYEE HAS OR DEVELOPS SIGNS/SYMPTOMS OF COVID-19 WHILE AT WORK:

The City of Kettering will follow the Center for Disease Control (CDC) and Public Health-Dayton and Montgomery County guidelines.

- The employee shall maintain a 6' distance from all persons and immediately leave the building.
- The employee shall immediately notify their supervisor/Department Director and immediately be sent home.
- If employee did not do so, employee's supervisor shall immediately notify the Department Director.
- The employee's Department Director shall immediately notify the HR Department.
- The employee shall contact their medical provider for instructions/care.
- The employee shall keep his/her immediate supervisor up to date on their condition.
- **DO NOT RETURN TO WORK until cleared to do so by HR.** Specifically, the CDC has released **non-test-based criteria** for discontinuation of home isolation. Non-test-based guidelines have been issued due to the frequent medical determination not to test for a multitude of reasons including: age, underlying health conditions and risk of exposure. The **non-test-based** strategies are:
 - Employees with symptoms who have not been tested (or are waiting for test results) should stay home until at least 24 hours have passed since there has been no fever without use of fever-reducing medications **AND**;
 - Other symptoms have improved **AND**;
 - At least 10 days have passed since the onset of symptoms.

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19:

- **DO NOT RETURN TO WORK until cleared to do so by HR.** Contact your supervisor/Department Director who will coordinate with HR.
- If the employee does not contact the applicable Department Director the supervisor shall notify the applicable Department Director immediately.
- If the employee is not comfortable communicating this information with supervision, the employee can communicate the information directly to HR.
- The employee shall also advise their supervisor/Department Director/HR of all co-workers with whom he/she has had close contact with during the work day.
- The Department Director shall notify HR immediately if HR has not already been informed.
- HR will notify the City of Kettering COVID-19 Task Force.
- The Department Director/HR shall contact David Duritsch (Public Service) for cleaning and disinfection of the workplace (vehicles, etc.).
- Public Service will implement the applicable COVID-19 Cleaning and Disinfecting Procedures Within City Facilities Plan.
- The employee's medical provider and/or HR will contact Public Health-Dayton and Montgomery County Department and/or the local health department where the employee resides as required by ODH and other guidelines.
- The employee and the City will follow CDC criteria for confirmed or suspected COVID-19. As of the date of this memo, if an employee has had a positive test for COVID-19, an employee can return to work as follows:
 1. Employees with symptoms who have lab-confirmed COVID-19 should stay home until:
 - At least 24 hours have passed since there has been no fever without use of fever-reducing medications **AND** other symptoms have improved **AND** at least 10 days

have passed since the onset of symptoms.

OR

- There is no fever without use of fever-reducing medications AND improvement in symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
2. Employees without symptoms who have lab-confirmed COVID-19 should stay home until:
- At least 10 days have passed since the date of their first positive test. However, if employee develops symptoms in that time period, revert to the criteria for employees with symptoms in the above paragraph 1.

OR

- There are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.

IF AN EMPLOYEE HAS SEVERE ILLNESS (COVID-19), EMPLOYEE MAY NOT RETURN TO WORK FOR A PERIOD UP TO 20 DAYS AFTER THE ONSET OF SYMPTOMS WHERE WARRANTED. IN THESE LIMITED CASES, CONSULTATION WITH INFECTION CONTROL EXPERTS WILL OCCUR.

IF AN EMPLOYEE HAS BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19 WHILE AT OR AWAY FROM WORK, PLEASE CONTACT THE HR DEPARTMENT FOR GUIDANCE.

IF A VOLUNTEER, PATRON, VENDOR, CONTRACTOR OR A MEMBER OF THE VISITING PUBLIC HAS SIGNS/SYMPTOMS OF COVID-19 WHILE IN ANY CITY FACILITY OR IF THE CITY RECEIVES A REPORT THAT AN INDIVIDUAL IN ONE OF THESE CATEGORIES HAS TESTED POSITIVE FOR COVID-19, THE CITY WILL FOLLOW THE SAME PROTOCOL AS THAT FOR A CITY OF KETTERING EMPLOYEE WHO HAS OR DEVELOPS SIGNS/SYMPTOMS OF COVID-19 OR TESTS POSITIVE FOR COVID-19, RESPECTIVE OF THE SITUATION.

Conclusion

This is a fluid situation and guidance frequently changes. The COVID-19 Task Force continues to monitor the situation and all applicable guidelines. Please do not hesitate to contact HR with any questions or concerns.

cc: Human Resource Department

If a Kettering Fire Dept. Member has Signs/Symptoms of COVID-19 While at Home

https://www.osha.gov/SLTC/covid-19/medicalinformation.html#signs_symptoms

Stay home, self-quarantine - As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available. Restrict contact with pets and other animals, just like you would around other people. People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.

- **Contact your Family Doctor** - Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do. Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
- **Wear a mask** - You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office.
- **Cover your coughs and sneezes** - Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water.
- **Clean your hands often** - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
- **DO NOT Return to work** – The CDC issued an updated interim guidance on the duration of isolation following COVID-19 infection on July 20, 2020. The entire guidance can be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>. In summary, the highlights include the following measures:
 - For most people, isolation and precautions can generally be discontinued 10 days after symptom onset and resolution of fever for

- at least 24 hours, without the use of fever-reducing medications and with improvement in other symptoms.
- For people with severe to critical illness or who are severely immunocompromised, the recommended duration of isolation and precautions was extended to 20 days after symptom onset (or, for asymptomatic severely immunocompromised persons, 20 days after their initial positive SARS-CoV-2 diagnostic test).
 - For persons previously diagnosed with COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection (or, for persons who never developed symptoms, the date of the first positive RT-PCR test for SARS-CoV-2).
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

If a Kettering Fire Department Member Presents With Signs/Symptoms of COVID-19 While at Work

The City of Kettering Will Follow the Center for Disease Control (CDC) and Dayton-Montgomery County Public Health Guidelines

- The employee shall maintain a 6' distance from all persons and immediately leave the building
- The employee shall notify their immediate supervisor
- The employee shall be sent home immediately
- Your immediate supervisor shall notify Battalion Chief Roth (Infectious Control Officer)
- The employee shall contact their family doctor for instructions
- The employee shall keep his/her immediate supervisor up to date on their condition
- **DO NOT Return to work** – The CDC issued an updated interim guidance on the duration of isolation following COVID-19 infection on July 20, 2020. The entire guidance can be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>. In summary, the highlights include the following measures:

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- For persons previously diagnosed with COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection (or, for persons who never developed symptoms, the date of the first positive RT-PCR test for SARS-CoV-2).
- [Fire/EMS, Law Enforcement, and Dispatch ODH Recommendation](#)

If You Test Positive For COVID-19

- Contact your immediate supervisor
- Your immediate supervisor shall notify the Battalion Chief Roth (Infectious Control Officer)
- BC Roth shall notify Human Resources
- BC Roth shall notify Mary Azbill (City of Kettering COVID-19 Task Force Communications Manager)
- The employee shall advise BC Roth of all co-workers with whom he/she has had close contact
- BC Roth shall contact David Duritsch (facilities) for cleaning and disinfection of the workplace (Vehicles, etc.)
- Contact Dayton-Montgomery County Public Health Department
- Follow CDC criteria for healthcare workers with confirmed or suspected COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>:

Updated April 09, 2020

[COVID-19 Website](#)

[What You Need to Know About COVID-19pdf icon](#)

[What to Do If You Are Sick With COVID-19pdf icon](#)

Resources for more information: CDC Guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19pdf icon](#)
- [What to Do If You Are Sick With COVID-19pdf icon](#)
- [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)
- [Health Alert Network](#)
- [Travelers' Health Website](#)
- National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

If a Kettering Police Dept. Member has Signs/Symptoms of COVID-19 While at Home

https://www.osha.gov/SLTC/covid-19/medicalinformation.html#signs_symptoms

Stay home, self-quarantine - As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available. Restrict contact with pets and other animals, just like you would around other people. People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.

- **Contact your Family Doctor** - Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do. Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
- **Wear a mask** - You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office.
- **Cover your coughs and sneezes** - Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water.
- **Clean your hands often** - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
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- For people with severe to critical illness or who are severely immunocompromised, the recommended duration of isolation and precautions was extended to 20 days after symptom onset (or, for asymptomatic severely immunocompromised persons, 20 days after their initial positive SARS-CoV-2 diagnostic test).
- For persons previously diagnosed with COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection (or, for persons who never developed symptoms, the date of the first positive RT-PCR test for SARS-CoV-2).
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

If a Kettering Police Department Member Presents With Signs/Symptoms of COVID-19 While at Work

The City of Kettering Will Follow the Center for Disease Control (CDC) and Dayton-Montgomery County Public Health Guidelines

- The employee shall maintain a 6' distance from all persons and immediately leave the building
- The employee shall notify their immediate or on duty supervisor
- The employee shall be sent home immediately
- Your immediate or on duty supervisor shall notify the employee's Captain
- The employee shall contact their family doctor for instructions
- The employee shall keep his/her immediate supervisor up to date on their condition
- **DO NOT Return to work** – The CDC issued an updated interim guidance on the duration of isolation following COVID-19 infection on July 20, 2020. The entire guidance can be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>. In summary, the highlights include the following measures:
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- precautions was extended to 20 days after symptom onset (or, for asymptomatic severely immunocompromised persons, 20 days after their initial positive SARS-CoV-2 diagnostic test).
- For persons previously diagnosed with COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection (or, for persons who never developed symptoms, the date of the first positive RT-PCR test for SARS-CoV-2).
 - See this link for additional information: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

If You Test Positive For COVID-19

- Contact your immediate or on duty supervisor
- Your immediate or on duty supervisor shall notify the employee's Captain
- The Captain shall notify Human Resources
- The Captain shall notify Mary Azbill (City of Kettering COVID-19 Task Force Communications Manager)
- The employee shall advise their immediate or on duty supervisor of all co-workers with whom he/she has had close contact
- The Captain shall contact David Duritsch (facilities) for cleaning and disinfection of the workplace (Vehicles, etc.)
- Contact will be made with Dayton-Montgomery County Public Health Department
- Follow these CDC criteria for confirmed or suspected COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

[COVID-19 Website](#)

[What You Need to Know About COVID-19pdf icon](#)

[What to Do If You Are Sick With COVID-19pdf icon](#)

Updated July 30, 2020

Resources for more information: CDC Guidance

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- [Health Alert Network](#)
- [Travelers' Health Website](#)
- National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>