

Meeting Agenda April 6th, 2020

Virtual Audio Meeting

In Compliance with COVID-19 Open Meeting Act Law

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Previous Meeting Minutes (March 16th, 2020)
- 4) Reports
 - a) Mayor's Court Report
 - b) RPPD
 - c) IJFD-submitted
- 5) Ordinances and Resolutions
 - a) Resolution 20-935; Resolution Adopting COVID-19 Policies, Forms and Notices 2020-01 in the Village of Russells Point, Logan County, Ohio, and Declaring an Emergency
- 6) Citizen Comments (comments will be limited to 5 minutes on a subject matter per Rules of Council B (33))
- 7) Old Business
- 8) New Business
- 9) Next Council Meeting April 20, 2020
- 10) Adjournment
- 11) Upcoming Meetings and Events

**INDIAN LAKE OHIO
VILLAGE OF RUSSELLS POINT
COUNCIL MEETING**

MEETING MINUTES

March 16, 2020

Mayor Reames called the Meeting to order at 7:00 p.m.

Roll Call: Ms. Joan Hinterschied, present; Mr. John Huffman, present; Ms. Kelly Huffman, present; President Pro-Tem, Mr. Greg Iiams, present; Ms. Joan Maxwell, present; Ms. Shannon Stinemetz, present.

Recorder: Fiscal Officer Jeff Weidner

Guests: Mr. Tim Reese, Maintenance Supervisor
Mr. Joe Freyhof, Police Chief
Ms. Dianne Gauder, Mayor's Court Clerk
Mr. Dave Wallace, Russells Point
Ms. Sharon DeVault, 209 Elliott, Russells Point

Minutes: **March 2, 2020 Council Meeting**

Mr. John Huffman moved to approve the March 2, 2020 Council Meeting Minutes as submitted. Ms. Kelly Huffman seconded the motion.

The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea;

Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.

The motion passed: 6 yeas – 0 nays

Reports: **Fiscal Officers Report -**

Mr. Weidner referred Council to the February 2020 bank reconciliation, cash summary reports, and payment register. The reconciliation report shows the Village books reconciled with the bank statement. The Village has a pooled cash balance of \$4,559,675.40.

Mr. Greg Iiams moved to approve the Fiscal Officers Report as submitted. Ms. Shannon Stinemetz seconded the motion.

The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea;

Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.

The motion passed: 6 yeas – 0 nays

Code Enforcement Report -

Ms. Gauder reported on recent permits, contractor registrations, and notices of violations. Council was informed that Mr. Brown's availability will be limited in the months to come and Ms. Gauder will be covering the additional duties to keep up on notices and permits.

Maintenance Department Report -

The maintenance team has completed the installation of the border around the John & Mary Rudolph Nature Area parking lot. They have been working on cleaning storm sewer catch basins and working with a leak detection company that was hired to do a village wide survey for leaks. The iron filter tanks at the water plant have been repainted by Brian Bros. Painting and the new generator has been received.

SPC Committee Report -

Council was provided a copy of the minutes of the March 5, 2020 meeting.

Parks Committee Report -

The committee discussed various projects to be submitted for assistance from the United Way and the Indian Lake Seniors. They are working on developing a maintenance plan for the playground equipment.

Indian Lake EMS Report -

Mayor Reames reported on the last EMS meeting.

Police Report –

Chief Freyhof reported on the recent Attorney General guidelines to close restaurants to the public except for carry-out & drive-thru services due to COVID-19. Chief does not expect any problems from the local businesses in this regard. He is still working on filling part time positions in the department and has been researching a national testing network for hiring new officers where candidates go through testing paid by the individual. The cost for the subscription for the testing network is around \$800.00 per year.

ORDINANCES & RESOLUTIONS:

A. Ordinance 20-1181; Amended Appropriations

AN ORDINANCE AUTHORIZING AMENDING PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF RUSSELLS POINT, STATE OF OHIO DURING FISCAL YEAR ENDING DECEMBER 31, 2020, AND DECLARING AN EMERGENCY.

Mr. Greg Iiams made a motion to waive the three-reading rule. Mr. John Huffman seconded the motion.

The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea; Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.

The motion passed: 6 yeas – 0 nays.

Mr. Greg Iiams made a motion to accept Ordinance 20-1181 by title. Ms. Shannon Stinemetz seconded the motion.

The Vote: Ms. Joan Hinterschied, yea; Mr. John Huffman, yea; Ms. Kelly Huffman, yea; Mr. Greg Iiams, yea; Ms. Joan Maxwell, yea; Ms. Shannon Stinemetz, yea.

The motion passed: 6 yeas – 0 nays.

CITIZEN COMMENTS:

A. Ms. Sharon DeVault

Ms. DeVault informed council that the controlled burn of the John & Mary Rudolph Nature Area is on track as scheduled.

OLD BUSINESS:

NEW BUSINESS:

Ms. Joan Maxwell made a motion to adjourn the meeting and seconded by Ms. Shannon Stinemetz. The meeting was adjourned at 7:29 p.m.

Next Ordinance: 20-1182 Next Resolution: 20-932

Scheduled Meetings:

A. Council Meeting: Monday, April 6, 2020 at 7:00 p.m.

B. Board of Public Affairs Meeting: Monday, March 23, 2020 at 6:00 p.m.

Fiscal Officer Jeff Weidner

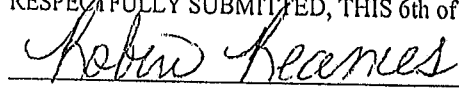
Mayor Robin Reames

Date Passed

MAYOR'S MONTHLY STATEMENT TO COUNCIL OF FINES AND OTHER MONEYS COLLECTED OR RECEIVED OF THE VILLAGE OF RUSSELLS POINT, OHIO

The following is a full statement of all fines and forfeitures in ordinance cases and all fees collected by me, or which have in any manner come into my hands, due me as Mayor or to Marshal, Chief of Police or other officer of the municipality, and any other fees and expenses which have been advanced out of the municipal treasury, and all moneys received by me as Mayor for the use of the municipality and paid over by me into the Treasury of the municipality as required by law, on the first Monday, the 6th day of April 2020

RESPECTFULLY SUBMITTED, THIS 6th of April 2020

 ROBIN REAMES, MAYOR

DESCRIPTION OF ACCOUNT	ACCOUNT NUMBER	MONTH TO DATE	SAME MONTH LAST YEAR	2020 YTD	2019 YTD
Court Costs	1000-611-0000	0.00	0.00	41.00	0.00
Fines	1000-612-0000	0.00	25.00	87.50	124.50
Bond	1000-619-0010	0.00	0.00	0.00	0.00
Waivers	1000-619-0011	577.00	618.00	1,367.00	1,307.00
Bench Warrants	1000-619-0012	0.00	0.00	0.00	0.00
Parking Tickets	1000-619-0013	0.00	0.00	0.00	0.00
DUI	2081-612-0000	68.00	88.00	173.00	183.00
Miscellaneous (NSF, etc.)	1000-892-0000	0.00	0.00	0.00	0.00
TOTAL		\$ 645.00	\$ 731.00	\$ 1,668.50	\$ 1,614.50

VILLAGE CHECK	\$ 645.00	(Check #1683)		
STATE PAYMENT - TREASURER OF STATE	\$ 225.50	(ACH Debit)	YTD \$	602.50
LOGAN COUNTY AUDITOR - IDAT	\$ 7.50	(Check #1682)	YTD \$	19.50
TOTAL DISBURSEMENTS - March 2020	\$ 878.00			
TOTAL RECEIPTS - March 2020	\$ 878.00			

* Effective January 28, 2013, per a mandate from the State Treasurer of Ohio, Josh Mandel, all monthly State of Ohio Reparations Rotary payments of more than \$100 must be made via their website and processed as an ACH Debit Transaction.

** Per House Bill 1, effective January 1, 2010, all Courts will impose, collect, and submit to the State of Ohio new costs for misdemeanor traffic violations (\$20.00) and non-moving traffic violations (\$10.00) for the "Indigent Defense Support Fund (General Revenue Fund)". The previous State of Ohio charge per ticket remains at \$9.00 to Victims of Crime Fund per ticket issued through Mayor's Court.

*** Per ORC 2949.094 "Additional Court Costs for Moving Violations", additional funds to be disbursed to the Ohio Treasurer of State and Logan County Auditor. This consists of \$10.00 per Moving Violation distributed as follows: 35% or \$3.50 to the Drug Law Enforcement/Justice Program Services Fund (TOS), 15% or \$1.50 to the Indigent Drivers Alcohol Treatment Fund - IDAT (LC Auditor), 50% or \$5.00 to the Indigent Defense Support Fund - IDSF (TOS). TOS funds are submitted electronically with the monthly Reparations Rotary Online submittal system. Notification was received from the Ohio Dept. of Public Safety via phone call from Joe Eckstein on June 19, 2019. The new disbursements to begin in June 2019.

Revenue	
9901-611	0.00 Court Costs
9901-612	645.00 Other fines, waivers, etc.
9901-613	233.00 State & County Funds Collected
\$	878.00 Total Revenue
Disbursements	
9901-882-640	233.00 Pmt. To Other Political Subdivision - State & County
9901-882-690	645.00 Other - Payment to General Revenue
\$	878.00 Total Disbursement

April 6, 2020 Russells Point Council Meeting

Indian Joint Fire District Report

March 17, 2020

Joan Maxwell



IJFD trustees met March 17, 2020 with all members present.

1. Upon approval of the February 18th minutes and financial statement, regular business was completed including acceptance of the minutes and the financial revenue and expense reports.
2. The corona virus guidelines took center stage as it affected the IJFD.
3. Trustees were informed of the progress on Level 2 fire training. 4 firefighters were expected to complete the Level 2 coursework by April of this year. However, all training had to be suspended as the location (Apollo) was closed. Progress will continue when the facility resumes operation.
4. Water usage was 3,200 gallons. A fire at 3:00 a.m. at Cummin's barn on Rd. 213 was mainly responsible for the water consumption. A 15 minute response time was quite good but the barn was totaled, two hogs survived but a large quantity of farm equipment was destroyed.
5. Trustees were updated on the maintenance of trucks and equipment.
6. 5 Sets of turnout gear arrived this month as expected.
7. Chief Gibson will meet with our new attorney next week who was retained to update the policies and procedures.

The next IJFD meeting will be April 21, 2020 at 5:00 p.m.

Respectfully submitted, *Joan Maxwell*

RESOLUTION NO: 20 – 935

A RESOLUTION TO ADOPTING COVID-19 POLICIES, FORMS AND NOTICES 2020-01 IN THE VILLAGE OF RUSSELLS POINT, LOGAN COUNTY, OHIO, AND DECLARING AN EMERGENCY

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. The virus is spread between individuals who are in close contact with each other (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It may also be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their open mouth, nose, or eyes; and

WHEREAS, on January 3, 2020, the United States Congress passed H.R. 6074, the Coronavirus Preparedness and Response Supplemental Appropriations Act (“CPRSA”), which was executed by President Donald Trump, and provides funding to the federal, state, and local governments through multiple federal agencies, programs, and regulations to mitigate the economic impact and effect of COVID-19; and

WHEREAS, on January 23, 2020, the Ohio Department of Health issued a Director’s Journal Entry making COVID-19 a Class-A reportable disease in Ohio; and

WHEREAS, on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern; and

WHEREAS, on January 31, 2020, Health and Human Services Secretary, Alex M. Azar, declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19; and

WHEREAS, on March 9, 2020, testing by the Department of Health confirmed that three (3) patients were positive for COVID-19 in the State of Ohio, creating a potentially dangerous condition which may affect the health, safety, and welfare of the citizens of Ohio; and

WHEREAS, on March 9, 2020, the Ohio Emergency Management Agency activated the Emergency Operations Center; and

WHEREAS, on March 9, 2020, Ohio Governor Mike DeWine declared a state of emergency in the State of Ohio to blunt the spread of COVID-19; and

WHEREAS, on March 11, 2020, President Donald Trump issued a Memorandum due to the shortage of available respirators to the States, which directed the Secretary of Health and Human Services to take all necessary and appropriate steps to ensure that respirators were provided to “healthcare personnel, healthcare facilities, and elsewhere,” pursuant to 42 U.S.C. § 247d-6d and 21 U.S.C. § 360bbb-3; and

WHEREAS, on March 12, 2020, the Ohio Department of Health issued a Director's Order to prohibit mass gatherings in the State of Ohio; and

WHEREAS, on March 13, 2020, President Donald Trump issued a Proclamation and declared a national emergency related to and regarding the outbreak of the novel coronavirus disease (COVID-19); and

WHEREAS, on March 13, 2020, the Ohio Department of Health issued an amended Director's Order to limit access to Ohio's nursing homes and similar facilities; and

WHEREAS, on March 14, 2020, the Ohio Department of Health issued an amended Director's Order to require health screening for admission to state operated psychiatric hospitals and Ohio Department of Youth Facilities; and

WHEREAS, on March 14, 2020, the Ohio Department of Health issued a Director's Order to close all K-12 schools in the State of Ohio; and

WHEREAS, on March 17, 2020, the Commissioners of Logan County, Ohio adopted an Emergency Proclamation – Resolution No. 72-20 and declared a state of emergency in Logan County, Ohio; and

WHEREAS, on March 17, 2020, the Mayor of the Village of Russells Point, Ohio issued an Emergency Proclamation (hereby amended to be called Emergency Proclamation 2020-01) and declared a State of Emergency in the Village of Russells Point, Ohio; and

WHEREAS, on March 18, 2020, the United States Congress passed H.R. 6201, the Families First Coronavirus Response Act ("FFCRA"), which was executed by President Donald Trump, and provides funding to the federal, state, and local governments, as well as small for profit businesses, non-profit businesses, and individuals through multiple federal agencies, programs, and regulations to mitigate the economic impact and effect of COVID-19; and

WHEREAS, on March 22, 2020, the State of Ohio, through the Ohio Department of Health and Public Health Director Amy Acton issued a Director's Order (SAHO) requiring all Ohio citizens remain in their homes beginning at 11:59 p.m. on March 23, 2020 through April 1, 2020, "unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date." (Ohio Dept. Health – Director's SAHO, ¶ 22 (Mar. 22, 2020)); and

WHEREAS, on March 25, 2020, the Mayor of the Village of Russells Point, Ohio issued an Emergency Proclamation (hereby amended to be called Emergency Proclamation 2020-02) to empower the Village of Russells Point's Fiscal Officer and Chief of Police to initiate funding options and to allow the Village to respond to emergent, critical needs related to COVID-19 operations; and

WHEREAS, the attached **COVID-19 POLICIES, FORMS AND NOTICES 2020-01** are necessitated by federal, state and local law to combat and in response to COVID-19 with regard to municipal operations, employment laws governing employee rights, the health, safety and welfare of the community, community laws to stop the spread of COVID-19, and other government business related which is being affected by the COVID-19 state of emergency.

NOW, **THEREFORE, BE IT RESOLVED**, by the Council of the Village of Russells Point, Ohio:

SECTION I: That the Council of the Village of Russells Point hereby authorizes and adopts all emergency measures taken under Emergency Proclamation 2020-01 and 2020-02, attached as Exhibits A and B respectively.

SECTION II: That the Council of the Village of Russells Point hereby authorizes and adopts COVID-19 POLICIES, FORMS AND NOTICES 2020-01, attached as Exhibit C.

SECTION III: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this council and that all deliberations of this Council, and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of the Ohio Revised Code.

SECTION IV: That this Resolution is hereby declared to be an emergency measure necessary for the immediate exercise of legislative authority as required to comply with federal, state and local laws, entries, orders, directives and similar binding authority and for the preservation of the public peace, health and safety in the Village of Russells Point in order to combat COVID-19. This resolution shall go into immediate effect provided that it receives two thirds vote of all members of Village Council.

Passed in Council this 6th day of April, 2020.

Robin Reames, Mayor

ATTEST: _____
Jeff Weidner, Fiscal Officer

APPROVED:

Approved as to form this 6th day of April, 2020.

Lynnette Dinkler, Esq.
Village Solicitor

Village of Russells Point
EMERGENCY PROCLAMATION
MARCH 17, 2020

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and can be easily spread from person to person; and

WHEREAS, The Centers for Disease Control and Prevention (CDC) reports:
190,124 cases of COVID-19 in the world, resulting in 7,516 deaths
5,204 cases of COVID-19 in the United States and 92 deaths
50 cases of COVID-19 in the State of Ohio, impacting 12 counties and 0 deaths; and

WHEREAS, on March 9, 2020, the Ohio Department of Health announced confirmed cases of COVID-19 in the State of Ohio, creating a dangerous condition that may affect the health, safety and welfare of the citizens of Ohio; and

WHEREAS, on that same date, Governor Mike DeWine declared a state of emergency for the entire State to protect the well-being of the citizens of Ohio from the dangerous effects of COVID-19, and to assist in protecting the lives, safety, and health of the citizens of Ohio; and

WHEREAS, COVID-19 endangers the lives of the citizens of the Village of Russells Point, creating an emergency to life and public safety and disrupting commerce.

Now, therefore, the Mayor of the Village of Russells Point declares that a state of emergency exists in the Village of Russells Point and hereby invokes and declares those portions of the Ohio Revised Code which are applicable to the emergency and have caused the issuance of this proclamation to be in full force and effect in the Village of Russells Point for the exercise of all necessary emergency authority for protection of the lives and property of the people of the Village of Russells Point and the continuation of local government with a minimum of interruption.


Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to the Emergency Management provisions contained in Ohio Revised Code Section 5502.

All public offices and employees of the Village of Russells Point are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives – state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and in executing emergency operational plans, and to obey and comply with the lawful direction of properly identified officers.

All operating forces should direct their communications and requests and new operations directly to the Chief of Police.

I have signed this Emergency Declaration this 17th day of March, 2020, and it shall take effect immediately and shall remain in full force and effect until the emergency no longer exists, such time to be determined by the Mayor.


Robin Reames

Mayor of the Village of Russells Point, Ohio

EXHIBIT A

Village of Russells Point

EMERGENCY PROCLAMATION: 2020-02

MARCH 25, 2020

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. The virus is spread between individuals who are in close contact with each other (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It may also be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their open mouth, nose, or eyes; and

WHEREAS, the Emergency Management Provisions of the Stafford Act provide the ability of local government authorities to call upon and access all federal funds available generally and directly through the federal government, any federal agency designated by the President, including, but not limited to, both the Federal Emergency Management Agency and the Department of Defense, to mitigate a state of emergency and/or major disaster, pursuant to Title IV of Public Law 93-288 as amended.

WHEREAS, on January 3, 2020, the United States Congress passed H.R. 6074, the Coronavirus Preparedness and Response Supplemental Appropriations Act ("CPRSA"), which was executed by President Donald Trump, and provides funding to the federal, state, and local governments through multiple federal agencies, programs, and regulations to mitigate the economic impact and effect of COVID-19.

WHEREAS, pursuant to the CPRSA, local government municipalities that have declared a State of Emergency as in the Village of Russells Point, Ohio, can immediately draw federal funds directly from multiple federal agencies, including, but not limited to, the Food and Drug Administration, Small Business Administration, the Centers for Disease Control and Prevention, the National Institutes of Health, and the Public Health and Social Services Emergency Fund.

WHEREAS, on January 23, 2020, the Ohio Department of Health issued a Director's Journal Entry making COVID-19 a Class-A reportable disease in Ohio; and

WHEREAS, on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern; and

WHEREAS, on January 31, 2020, Health and Human Services Secretary, Alex M. Azar, declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19; and

WHEREAS, on March 9, 2020, testing by the Department of Health confirmed that three (3) patients were positive for COVID-19 in the State of Ohio, creating a potentially dangerous condition which may affect the health, safety, and welfare of the citizens of Ohio; and

WHEREAS, on March 9, 2020, the Ohio Emergency Management Agency activated the Emergency Operations Center; and

WHEREAS, on March 9, 2020, Ohio Governor Mike DeWine declared a state of emergency in the State of Ohio to blunt the spread of COVID-19; and

WHEREAS, on March 11, 2020, President Donald Trump issued a Memorandum due to the shortage of available respirators to the States, which directed the Secretary of Health and Human Services to take all necessary and appropriate steps to ensure that respirators were provided to "healthcare personnel, healthcare facilities, and elsewhere," pursuant to 42 U.S.C. § 247d-6d and 21 U.S.C. § 360bbb-3; and

WHEREAS, on March 12, 2020, the Ohio Department of Health issued a Director's Order to prohibit mass gatherings in the State of Ohio; and

WHEREAS, on March 13, 2020, President Donald Trump issued a Proclamation and declared a national emergency related to and regarding the outbreak of the novel coronavirus disease (COVID-19) (hereafter referred to as "U.S. National Emergency Proclamation"); and

WHEREAS, in the U.S. National Emergency Proclamation, President Donald Trump directed that federal funding and acquisition of health care supplies, EMS supplies, and personal protective equipment for assist local municipalities, counties, and states has now been streamlined, accelerated, and **can be acquired directly** through the United States Treasury, United States Department of Health and Human Services, and the Department of Defense, by and through reference to prior United States President Declarations, Memorandums, Executive Orders, and in pursuance to 42 U.S.C. § 247d-6d, 50 U.S.C. § 1601, et seq., and 42 U.S.C. § 1320b-5; and

WHEREAS, on March 13, 2020, the Ohio Department of Health issued an amended Director's Order to limit access to Ohio's nursing homes and similar facilities; and

WHEREAS, on March 14, 2020, the Ohio Department of Health issued an amended Director's Order to require health screening for admission to state operated psychiatric hospitals and Ohio Department of Youth Facilities; and

WHEREAS, on March 14, 2020, the Ohio Department of Health issued a Director's Order to close all K-12 schools in the State of Ohio; and

WHEREAS, on March 17, 2020, the Commissioners of Logan County, Ohio adopted an Emergency Proclamation – Resolution No. 72-20 and declared a state of emergency in Logan County, Ohio; and

WHEREAS, on March 17, 2020, the Mayor of the Village of Russells Point, Ohio issued an Emergency Proclamation (hereby amended to be called Emergency Proclamation 2020-01) and declared a State of Emergency in the Village of Russells Point, Ohio; and

WHEREAS, on March 18, 2020, the United States Congress passed H.R. 6201, the Families First Coronavirus Response Act ("FFCRA"), which was executed by President Donald Trump, and provides funding to the federal, state, and local governments, as well as small for profit businesses, non-profit businesses, and individuals through multiple federal agencies, programs, and regulations to mitigate the economic impact and effect of COVID-19; and

WHEREAS, on March 18, 2020, President Donald Trump issued an Executive Order to prioritize and allocate health and medical resources to respond to the spread of COVID-19, which the White House deemed a "pandemic," and specifically designated that all personal protective equipment ("PPE"), ventilators, and any other supplies and materials designated by the Secretary of Health and Human Services can now be diverted straight to the federal government, pursuant to 50 U.S.C. § 4511(b); and

WHEREAS, on March 20, 2020, President Donald Trump issued a Memorandum delegating the functions of and authorities of the President to the Secretary of the Treasury "for use of the Exchange Stabilization Fund in an aggregate amount of up to \$50 billion," pursuant to 31 U.S.C. § 5302; and

WHEREAS, on March 22, 2020, the State of Ohio, through the Ohio Department of Health and Public Health Director Amy Acton issued a Director's Order (SAHO) requiring all Ohio citizens remain in their homes beginning at 11:59 p.m. on March 23, 2020 through April 1, 2020, "unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date." (Ohio Dept. Health – Director's SAHO, ¶ 22 (Mar. 22, 2020)); and

WHEREAS, on March 22, 2020, President Donald Trump, on behalf of the States of California, New York, and Washington, issued a Memorandum directing the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS) to fund one hundred percent (100%) of "the emergency assistance activities associated with preventing, mitigating, and responding to the threat to public health and safety posed by the virus that these States undertake using their National Guard forces," pursuant to 42 U.S.C. § 5170b and 42 U.S.C. § 5193.; and

WHEREAS, reference and incorporation by reference is hereby made and declared for and by any and all federal, state, and municipal statutes, laws (whether at common law or otherwise), ordinances, regulations, Executive Orders, Director's Orders, governmental and/or administrative guidance, and/or any and all legal rights, claims, and entitlements available to and by the Village of Russells Point, Ohio and its citizens, including any and all of those related to the current and ongoing States of Emergency as declared by the United States, the State of Ohio, and the Village of Russells Point, Ohio, promulgated now or in the future; and

WHEREAS, pursuant to the FFCRA, local government municipalities that have declared a State of Emergency as did the Village of Russells Point, Ohio, can immediately draw federal

funds **directly** from multiple federal agencies, including, but not limited to, the Department of Agriculture: Food and Nutrition Service, the Department of Defense: Defense Health Program; the Department of the Treasury: Internal Revenue Service; the Department of Health and Human Services: Indian Health Service; The Department of Health and Human Services: Administration for Community Living; the Department of Health and Human Services: Office of the Secretary; the Department of Veterans Affairs: Veterans Health Administration; the Richard B. Russell National School Lunch Act; the Child Nutrition Response Act; SNAP Waivers; the Emergency Family and Medical Leave Act; the Emergency Unemployment Insurance Stabilization and Access Act; the Emergency Paid Sick Leave Act; and the Centers for Medicaid and Medicare; and

WHEREAS, multiple areas of the United States are experiencing “community spread” of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of known areas of infection is no longer enough to control spread; and

WHEREAS, previously studied human coronaviruses (including SARS, which is closely related to COVID-19) can survive on paper, wood, glass, plastic for up to 4-5 days. (*Persistence of coronaviruses on inanimate surfaces and their inactivation with biocidal agents*, The Journal of Hospital Infection, March 2020, Volume 104, Issue 3, Pages 246–251); and

WHEREAS, Michael Osterholm, PhD, MPH, director of the Center for Infectious Disease Research and Policy at the University of Minnesota, said that research findings confirm that COVID-19 is spread simply through breathing, even without coughing. <<http://www.cidrap.umn.edu/news-perspective/2020/03/study-highlights-ease-spread-covid-19-viruses>>; and

WHEREAS, the CDC reports that people are most contagious when they are most symptomatic (the sickest); some spread might be possible before people show symptoms, although that is not the main way the virus spreads; and

WHEREAS, Ohio Governor Mike DeWine has ordered restrictions on certain activities affecting commerce in this state to prevent the spread of COVID-19, such as restrictions on mass gatherings, bars, restaurants, cosmetics salons, and nail salons; and

WHEREAS, on March 16, 2020, Ohio Governor Mike DeWine issued Executive Order 2020-03D, which, during an emergency, lifted many restrictions on the ability of Ohioans to obtain unemployment; and

WHEREAS, Executive Order 2020-03D states that Ohio Governor Mike DeWine will likely to continue ordering further restrictions on certain activities affecting commerce, to prevent the spread of COVID-19; and

WHEREAS, Executive Order 2020-03D states that many Ohio workers have and will continue to lose wages and employment due to the spread of COVID-19; and

WHEREAS, Ohio workers that have and will continue to lose wages and employment due to the spread of COVID-19 have and will apply for unemployment compensation benefits through the Ohio Department of Job and Family Services; and

WHEREAS, it is essential that all necessary functions and offices of the Village of Russells Point remain intact during the ongoing state of emergency within the Village of Russells Point, the State of Ohio, and the United States Government due to COVID-19; and

WHEREAS, the SAHO places enforceability on both the State of Ohio and local municipalities to enforce all provisions contained within it. (Ohio Dept. Health – Director’s Stay at Home Order, ¶ 17 (Mar. 22, 2020)); and

WHEREAS, the intent of the SAHO is to ensure the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, and to slow the spread of COVID-19 to the greatest extent possible; and

WHEREAS, the Village of Russells Point, Ohio hereby adopts and incorporates the Logan County, Ohio Emergency Response Plan for the purposes of implementing and executing such Emergency Response Plan to manage, mitigate, and provide all necessary functions during the current State of Emergency; and

WHEREAS, the Village of Russells Point, Ohio hereby adopts and incorporates the Village of Russells Point Emergency Response Plan (hereafter “Emergency Response Plan”), as adopted March 25, 2020, and all related sub-policies and sub-plans that may be adopted and/or implemented as a sub-policy and/or sub-plan in the future, for the purposes of implementing and executing such Emergency Response Plan to manage, mitigate, and provide all necessary functions during the current State of Emergency; and

WHEREAS, the Village of Russells Point, Ohio hereby adopts and incorporates by reference hereto, all statutes, common law, Executive Orders, Director’s Orders, Administrative Guidance, Emergency Response Plans, Pandemic Plans, rules, regulations, directives, and all other legal rights and remedies available to the Village of Russells point by, through and under the United States of America and all of its Administrative Agencies, Departments, and Divisions thereof, as well as all related sub-policies and sub-plans that may be adopted and/or implemented as a sub-policy and/or sub-plan in the future, for the purposes of implementing and executing Emergency Response Plan to manage, mitigate, and provide all necessary functions during the current State of Emergency and Public Health Emergency; and

WHEREAS, all reference to the United States and/or the U.S. included in this Declaration 2020-02, the previous Declaration (as amended to be titled Declaration 2020-01), and all future Declarations, means and is defined as, and shall continue to mean and be continued to be defined as, the United States of America.

WHEREAS, it is essential that all necessary functions and offices of the Village of Russells Point be increased in size, function, budget, reserves, and all other necessities needed to maintain such functions and offices throughout the duration of the state of emergency in the

Village of Russells Point, the State of Ohio, and the United States Government due to COVID-19; and

NOW, THEREFORE, the Mayor of the Village of Russells Point, pursuant to the Emergency Declaration of March 17, 2020 (amended to be renamed Emergency Declaration: 2020-01) and all other applicable laws and regulations previously referenced in this Declaration, hereby invokes and declares that the Village of Russells Point is also under a Public Health Emergency and further invokes and declares all portions and provisions of the Stafford Act; the Coronavirus Preparedness and Response Supplemental Appropriations Act; the Families First Coronavirus Response Act; all applicable Ohio statutes, laws, regulations, administrative guidance, Executive Orders, Director's Orders; and all related, relevant, and applicable laws, regulations, Executive Orders, Declarations, Statements, Proclamations, and Agency plans, procedures, guidance, and/or requirements of the Village of Russells Point, the State of Ohio, and the United States Government, by through and under which the Village of Russells Point, Ohio can obtain, secure, and/or otherwise be provided with immediate funds, equipment, and necessities – as time is of the essence – needed by the Village of Russells Point, Ohio to manage and mitigate the effects of COVID-19 to prepare, mitigate, and manage the current local, state, and national emergencies and major disaster of COVID-19.

The Mayor further designates, delegates, authorizes, and directs, both the Village of Russells Point's Fiscal Officer and the Chief of Police to make application for, receive proposals for, advertise for bids, and/or to enter contracts as approved by the Mayor and/or Council as required by law and as deemed reasonably necessary for and to acquire equipment, personnel, and all necessary materials, items, grants, and funding (hereafter collectively referred to as "Essential Operations Funding and Equipment") needed to mitigate and manage the spread of COVID-19 under this national emergency and enforce the Stay-at-Home Order, for each of their respective divisions, as follows:

Section A. Increases in any of the Essential Operations Funding and equipment will occur on a sliding scale, as needed and/or deemed necessary by the Fiscal Officer and Chief of Police in consultation with the Mayor if either: (1) the length of Ohio's SAHO is increased or modified and requires additional enforcement; (2) the United States Government or any other government entity implements and/or extends the time period requiring citizens to remain in their homes; or (3) for any reasonable and/or necessary expenses, to be deemed required by the Mayor, the Fiscal Officer, and/or the Chief of Police, provided such expenses are related to the management and mitigation of COVID-19 and the current state of emergency.

Such increases will occur on a sliding scale and occur in percentage increases as follows:

1. An immediate increase in the budgets for both:
 - a. The Village of Russells Point Administration and Operations by up to twenty percent (20%) of its current annual budget for the Fiscal Year 2020; and
 - b. The Village of Russells Point Police Department by up to twenty percent (20%) of its current annual budget for the Fiscal Year 2020.
2. An immediate increase in wages for all employees of the Village of Russells Point including the Village of Russells Point Police Department, the rate of which shall be determined by

Council in consultation with the Mayor and and/or Officer managing the day-to-day functions employees within each Division and Department.

- a. This increase is to provide an incentive for all Village of Russells Point employees and Police Officers to continue their employment, duties, and obligations during the current State of Emergencies and Public Health Emergencies related to COVID-19 as declared by the Village of Russells Point, the State of Ohio, and the United States.
 - b. This increase in wages only applies to employees directly employed by the Village of Russells Point.
 - c. This increase does not apply to all Essential Government Employees as defined in the SAHO.
3. And immediate increase in the hiring of temporary personnel and/or increased current part-time or full-time personnel by twenty percent (20%).
- a. Subsequent increases in personnel will be made by twenty percent (20%) and occur on a sliding scale as specified in and in accordance with Section A above.

The following individuals, employees, third-party contractors, independent contractors, and all currently contracted entities of the Village of Russells Point, Ohio are deemed Essential Government Employees under the SAHO and are needed to perform Essential Government Functions, pursuant to the SAHO (Ohio Dept. Health – Director’s Stay at Home Order, ¶ 10 (Mar. 22, 2020)).:

1. All first responders;
2. All emergency management personnel;
3. All emergency dispatchers;
4. All legislators;
5. All judges;
6. All court personnel;
7. All jurors and grand jurors;
8. All law enforcement and corrections personnel;
9. All hazardous material responders;
10. All child protection and welfare personnel;
11. All housing and shelter personnel;
12. All military;
13. The Village Solicitor, including the law office of the Village Solicitor;
14. All other governmental employees, including, but not limited to, all third-party contractors, working for or to support Essential Government Functions.

This Proclamation and the list of deemed Essential Government Employees included herein applies to all individuals and/or entities currently holding such titles, offices, positions, or otherwise, and applies to any and all of their successors, heirs, and assigns.

Essential Government Functions include, but are not limited to, all services provided by the Village of Russells Point, Ohio that are needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including those contractors performing Essential Government Functions.

Reference and incorporation by reference is hereby made and declared for and by any and all federal, state, and municipal statutes, laws (whether at common law or otherwise), ordinances, regulations, Executive Orders, Director's Orders, governmental and/or administrative guidance, and/or any and all legal rights, claims, and entitlements available to and by the Village of Russells Point, Ohio and its citizens, including any and all of those related to the current and ongoing States of Emergency as declared by the United States, the State of Ohio, and the Village of Russells Point, Ohio, promulgated now or in the future, pursuant to this Proclamation 2020-02.

This Proclamation 2020-02 is hereby declared to be an emergency measure made to protect the health, safety, and welfare of the Village of Russells Point, Ohio, to provide for its continuous uninterrupted services, to comply with and enforce (as required) the SAHO issued by the State of Ohio, and to allow for the access, application, and acceptance of all available funds to mitigate and manage the current State of Emergencies by the Village of Russells Point, the State of Ohio, and the United States.

I have signed this Emergency Declaration this 25th day of March, 2020, and it shall take effect immediately and shall remain in full force and effect until the emergency no longer exists, at such time to be determined by the Mayor.

A handwritten signature in cursive script, reading "Robin Reames", is written over a horizontal line.

Robin Reames

Mayor of the Village of Russells Point, Ohio

COVID-19 POLICIES, FORMS AND NOTICES 2020-01

POLICIES

PURPOSE OF POLICIES

These policies are implemented to adopt, enforce and carry out the spirit of the Federal, State of Ohio, Logan County and all other legislation, orders and directives related to the COVID-19 declared state of emergency. These policies will take effect immediately and will expire on the earlier of December 31, 2020 or the municipality's lifting of the Emergency Proclamation issued March 18, 2020. This policy will be supplemented and amended as required by law.

- 1. Essential Employees.** Essential employees have been identified by the municipality. Each have been provided with credentials for conducting business should the authorities request such credentials. Essential employees capable of working from home have been identified and include the Assistant to Mayor and Fiscal Officer and will be deployed to work from home if necessary. Essential employees who cannot perform their jobs from home (all others) will remain employed in the regular course and scope of their job duties. For non-home-based employees or home-based employees who enter the public domain as required to accomplish essential job functions, the following protocols shall be followed in the performance of all job duties:
 - a. Follow social distancing rules at all times in the performance of your job duties unless impossible (i.e. law enforcement officers and public works); and
 - b. Hand sanitizer and sanitizing products are provided for your use and you are encouraged to use them frequently; and
 - c. Employees shall use cough and sneeze etiquette, and practice hand hygiene.

The Police Department and Public Works Departments may find it necessary to implement more stringent policies to ensure the health, safety and welfare of the workforce and are directed to do so in response to the declared emergency.

- 2. Self-Assessment and Other Assessment.** All employees who are having contact with the public must do a self-assessment each day to check if the employee has any COVID-19 symptoms (fever, cough, or shortness of breath). If the employee has any of these symptoms, the employee needs to call off sick and only return to work in accordance with the Return to Work Instructions. In addition to the self-assessment, each employee must take his/her temperature upon arrival to work in the presence of another employee, using social distancing, to provide a checks and balance that no employee reports to work in violation of this policy.
- 3. Return to Work Instructions.** If an employee is experiencing COVID-19 symptoms or flu like symptoms, employees shall to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. Any employee experiencing or observed to appear to have acute respiratory illness symptoms will be immediately sent home and the employee's access to all municipal facilities will be restricted

until the employee has recovered in compliance with the above Return to Work Instructions. All policies, requiring a note from a physician to return to work, only as it relates to COVID-19 related illness, are temporarily suspended. The Police Department and Public Works Departments may find it necessary to implement more stringent policies to ensure the health, safety and welfare of the workforce and are directed to do so in response to the declared emergency.

4. **Family and Medical Leave Expansion and Emergency Sick Leave.** Effective April 1, 2020, and ending on December 31, 2020, employees will be entitled to the limited use, expanded leave in the following manner **IF** it is determined that the Village of Russells Point is an Employer subject to this federal mandate. Currently, the Village of Russells Point employs fewer than twenty-five (25) employees.

- a. **Family and Medical Leave Expansion- “Public Health Emergency Leave.”**
The Employer’s Family and Medical Leave Policy is hereby amended to include eligible employees who, because of a qualifying need related to a public health emergency, have need to avail themselves of “Public Health Emergency Leave,” as defined below.

Traditional Family and Medical Leave will remain available to all employees otherwise entitled to such leave, unpaid and under existing Employer policy, and its provisions are only changed herein insofar as the application of the new “Public Health Emergency Leave” benefit described herein.

- i. An eligible employee is entitled to take up to twelve weeks of Family and Medical Leave, provided the employee has not utilized such Leave before the need for Public Health Emergency Leave, and such leave is for a qualifying need related to the COVID-19/Coronavirus public health emergency. An employee becomes eligible for public health emergency leave after being employed for at least 30 calendar days by the Employer with respect to whom leave is requested.
- ii. Public Health Emergency leave will only be for a qualifying need related to a public health emergency. The only qualifying need related to a public health emergency recognized by this policy is for an employee who is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- iii. Public Health Emergency Leave will consist of unpaid leave for the first ten (10) days a qualified employee takes public health emergency leave. An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave during the first ten (10) days of public health emergency leave.

After the first ten (10) days of public health leave, an Employer shall provide paid leave for each day of public health emergency leave remaining of the employee's overall FMLA entitlement that an employee takes after taking leave under such section for ten (10) days.

The amount of pay that an eligible full-time employee may receive, as provided in the previous paragraph, will be calculated based on an amount that is not less than two-thirds of an employee's regular rate of pay; and the number of hours the employee would otherwise be normally scheduled to work.

- iv. For part-time employees or employees with varying schedules, and to the extent that an Employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken public health emergency leave or other leave, the Employer shall use the following in place of such number:

a number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

Also, if the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

- v. Regardless of whether the employee is full-time, part-time, seasonal, or otherwise, in no event shall any pay in this policy for public health emergency leave exceed \$200 per day and \$10,000 in the aggregate.
- vi. In any case where an employee has the necessity for public health emergency leave and the need is foreseeable, an employee shall provide the Employer with such notice of leave as soon as is practicable by completing the attached form, COVID-19 POLICY 2020-01 FORM-01 in a reasonable period of time under the circumstances. A failure to provide practicable notice may result in the employee being absent without approved leave.

vii. **Special Rule for Health Care Providers and Emergency Responders**

The municipality employs law enforcement officers, emergency responders and public works employees and, therefore, may elect to exclude such employee from the application of the provisions in the amendments made under of section 3102 of this Act.

The Employer has elected, pursuant to the Family and Medical Leave Expansion Act to exclude health care providers and emergency responders from the application of the new public health emergency leave. Thus, any such employees are excluded from receiving these additional leave public health emergency leave provisions. Please discuss any leaves that may be available with the appointing authority if you meet the definition of a health care provider or emergency responder.

- viii. Under the Family and Medical Leave Expansion Act, the requirements that an Employer restore an employee who returns from FMLA leave to his or her position or an equivalent one do not apply to Employers with fewer than 25 employees if certain conditions are met:
- (a) the employee takes public health emergency leave;
 - (b) the employee's position no longer exists due to economic conditions or other changes in the Employer's operating conditions that affect employment and are caused by the COVID-19/Coronavirus emergency;
 - (c) the Employer makes reasonable efforts to restore the employee to an equivalent position; **and**
 - (d) if the Employer cannot restore the employee to an equivalent position, the Employer makes reasonable efforts to contact the employee if an equivalent position becomes available during the "contact period." The "contact period" is one year from either (a) the date public health emergency leave ends, or (b) the date that is 12 weeks after public health emergency leave starts, whichever is earlier.

b. Definitions

- i. "Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis.
- ii. "*Eligible Employee*" means an employee who has been employed for at least 30 calendar days by the Employer with respect to whom leave is requested.
- iii. "Health Care Provider" and "Emergency Responder" includes, but is not limited to an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in

operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the highest official of a state or territory, including the District of Columbia, determines is an emergency responder necessary for that state's or territory's or the District of Columbia's response to COVID-19.

- iv. "Employer" means any public sector agency or any private sector entity with fewer than five hundred employees.
- v. "*Public Health Emergency*" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- vi. "Public Health Emergency Leave" means a particular type of Family and Medical Leave that is in part unpaid and paid that qualified employees may utilize in response to the COVID-19/Coronavirus pandemic.
- vii. "Qualifying need related to a public health emergency" means that, for the purposes of the Family and Medical Leave Expansion Act, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- viii. "School" means an elementary school or secondary school as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

c. Emergency Paid Sick Leave Act Leave.

- i. The Employer's Sick Leave Policy is hereby amended to include Emergency Paid Sick Leave to eligible employees who are unable to work or telework, due to a need for leave because
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
 - (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
 - (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services

in consultation with the Secretary of the Treasury and the Secretary of Labor.

The municipality employs law enforcement officers, emergency responders and public works employees and may elect to exclude such employees from the application of this subsection regarding Emergency Paid Sick Leave. The definition for emergency responder can be found in the definitions section above.

The Employer has elected, pursuant to the Emergency Paid Sick Leave Act to exclude health care providers and emergency responders from the application of the new public health emergency leave. Thus, any such employees are excluded from receiving these additional leave public health emergency leave provisions. Please discuss any leaves that may be available with the appointing authority if you meet the definition of a health care provider or emergency responder.

- ii. An employee shall be entitled to emergency paid sick leave for 80 hours for full-time employees. For part-time employees, the employee will be entitled to a number of hours equal to the number of hours that such employee works, on average, over a 2-week period. The paid sick leave under this policy shall be available for immediate use by the employee for the purposes described in this policy, regardless of how long the employee has been employed by an employer. Emergency paid sick leave under this policy will be in addition to any accrued sick leave already accrued by an employee, and the use of emergency paid sick leave will not be deducted from an employee's existing sick leave accrual.
- iii. Emergency paid sick leave will be calculated for full-time employees based upon the number of hours the employee would otherwise be normally scheduled to work for full-time employees at the employee's regular rate of pay, the minimum wage found in the FLSA, or the minimum wage of the State of Ohio, at whichever rate is greater of the three rates.

For part-time employees or employees with varying schedules, and to the extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken public health emergency leave or other leave, the Employer shall use the following in place of such number:

a number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

Also, if the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

- iv. With respect to any emergency paid sick leave provided for any use described in III(A)(4),(5), or (6) referenced above in this policy, the employee's required compensation under this subparagraph shall be two-thirds of the amount described in Section b(iii) of this policy.

Additionally, regardless of the employee's full or part-time status, in no event shall such paid sick time exceed—

- (a) \$511 per day and \$5,110 in the aggregate for a use described in c(i)(1), (2), or (3) as referenced above regarding qualifying reasons for emergency sick leave; and
 - (b) \$200 per day and \$2,000 in the aggregate for a use described in c(i)(4), (5), or (6) as referenced above regarding qualifying reasons for emergency sick leave.
- v. An employee may first use the paid sick leave provided under this policy for the purposes described in this policy, and an Employer may not require an employee to use other paid leave provided by the Employer to the employee before the employee uses the emergency paid sick leave under this policy for the purposes specified above.
- vi. Paid sick leave provided to an employee under this policy shall cease beginning with the employee's next scheduled shift immediately following the termination of the need for paid sick leave under this policy.
- vii. Any employee requesting such leave provided in this section shall provide notice to the Employer as soon as is practicable that the employee requires the need for leave. The Employer will provide a form for the employee to complete designating the request for leave, and the type of leave to be requested. A failure to provide practicable notice may result in the employee being absent without approved leave.
- viii. An Employer may not require, as a condition of providing Emergency Paid Sick Leave under this policy, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick leave.
- iv. Paid sick leave under this section shall not carry over from 1 year to the next.
- x. After the first workday (or portion thereof) an employee receives paid sick leave under this Act, an Employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick leave.

- xi. Each Employer shall post and keep posted, in conspicuous places on the premises of the Employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in this Act.

5. **Enhanced Frequently Performed Environmental Cleaning.** The municipality is providing sanitizing / cleaning products in all work areas. All employees are directed to use these cleaning agents frequently, in accordance with the product labels, to wipe down your work area.
6. **Preparedness for Business Operation Changes.** The municipality is evaluating its work processes and critical operations on an ongoing basis to be ready to adapt for future change.
7. **Use of Municipal Records at Home-Base Office, Including Tax Records and Other Confidential Documents.** In order to protect the health, safety and welfare of the employees of the municipality, to best serve the continued and uninterrupted provision of municipal services, and to best serve the health, safety and welfare of the community, home-based office operations has been or will be deployed. While the temporary remote home offices will largely be facilitated with the use of a secure VPN connection to allow municipal employees to access records, in order to continue municipal operations, employees will have to temporarily process and use public records and non-public records at the remote home offices. All employees are directed to secure the records, maintain absolute privacy where required by law, and to return all records to the Municipal Building when regular operations resume. Treat your home office as a secure office, like you maintain at the municipal building and do not allow third parties, including your family, to access any records. All requests for public records will be directed through normal channels during this state of emergency.
8. **Phone Calls.** As part of the remote home office emergency operation all municipal phone traffic is redirected to employee cell phones.
9. **Mail Collection, Sorting and Delivery.** As part of the remote home office emergency operation mail will be collected from the local U.S. Post Office. An assigned employee will be directed to pick the mail up from the local U.S. Post Office. The mail will be taken to a designated municipal building where it sits for 24 hours as a safety precaution and then it is sorted. Junk mail will be taken to the Municipal Building and non-junk mail will be delivered to the appropriate employee's remote home office for action.
10. **Work from Home Expectations.** Employees authorized to work from the remote home offices as part of the emergency operation are required to: complete a time sheet for the pay period(s) involved and to identify hours worked at home; regularly update the supervisor of the scope of work completed through defined methods of communications; provide a log of all work activities undertaken; and update the supervisor on matters requiring assistance of other staff members.
11. **Municipal Tax Filing Deadline Extended.** The municipality follows the State of Ohio filing deadline for tax returns. The State of Ohio has extended the tax return filing deadline

to July 15, 2020. Therefore, the municipal tax return filing deadline is automatically extended to July 15, 2020.

- 12. Curfew Modified During State of Emergency.** The municipal curfew is hereby amended during the state of emergency to better serve and protect the health, safety and welfare of the community during the declared state of emergency. Effective immediately all minors not accompanied by an adult, and with lawful purpose to be in the community under Ohio's Stay at Home Order, must obey an 8:30 p.m. curfew, seven (7) days a week. The penalties for violation of this curfew are the same as those provided for in municipal code.
- 13. Mayor's Court.** The Mayor's Court will operate to handle emergency matters on an as needed basis with protocols in keeping with Orders issued by the Chief Justice of the Ohio Supreme Court.

FORMS

PURPOSE OF FORMS

These forms are being implemented and emailed to employees working from home base offices and their contents implemented to adopt, enforce and carry out the spirit of the Federal, State of Ohio, Logan County and all other legislation, orders and directives related to the COVID-19 declared state of emergency. These forms will take effect immediately and will expire on the earlier of December 31, 2020 or the municipality's lifting of the Emergency Proclamation issued March 18, 2020. These forms will be supplemented and amended as required by law.

1. COVID-19 POLICY, FORMS AND NOTICES 2020-01 FORM -01 FAMILIES FIRST CORONAVIRUS RESPONSE ACT REQUEST FOR LEAVE

Effective April 1, 2020, and ending on December 31, 2020, employees will be entitled to the limited use, expanded leave under the Families First Coronavirus Response Act. As a result, any employee requesting leave under this Act shall complete this form in accordance with the Employer's Families First Coronavirus Response Act Policy.

Employee Name: _____ Date: _____

LEAVE REQUESTED (please check):

☐ **FAMILY AND MEDICAL LEAVE ("PUBLIC HEALTH EMERGENCY LEAVE")**

Beginning Date/Time of Leave: _____

Ending Date/Time of Leave: _____

Public Health Emergency Leave will consist of unpaid leave for the first ten (10) days a qualified employee takes Public Health Emergency Leave. Is the employee requesting to substitute accrued leave during this time? ☐ Yes ☐ No

If yes, specify the type of leave requested for substitution:

☐ Sick ☐ Vacation
☐ Comp Time ☐ Personal ☐ Other (please specify): _____

Is the employee requesting to supplement the partial paid Public Health Emergency Leave with other available accrued leave? ☐ Yes ☐ No

If yes, specify the type of leave requested:

☐ Sick ☐ Vacation
☐ Comp Time ☐ Personal ☐ Other (please specify): _____

☐ **EMERGENCY SICK LEAVE**

Beginning Date/Time of Leave: _____

Ending Date/Time of Leave: _____

Reason for Leave (please check):

- ☐ 1. The employee is subject to a Federal, State, or Local quarantine or isolation order related to COVID-19
- ☐ 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- ☐ 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
- ☐ 4. The employee is caring for an individual who is subject to an order as described in (1) or has been advised as described in (2)
- ☐ 5. The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions
- ☐ 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

If the employee checked box # (4), (5), or (6), is the employee requesting to supplement the partial paid Emergency Sick Leave with other available accrued leave? ☐ Yes ☐ No

If yes, specify the type of leave requested:

- ☐ Sick ☐ Vacation
- ☐ Comp Time ☐ Personal ☐ Other (please specify): _____

I certify all statements herein to be complete and true. Falsification is cause for discipline up to and including termination of employment.

Signature of Employee

Date

Signature of Department Head/Supervisor

Date

☐ Approved ☐ Not Approved Reason _____

APPOINTING AUTHORITY: ☐ Approved ☐ Not Approved

(Signature) _____

NOTICES

PURPOSE OF NOTICES

These notices are being posted in all municipal buildings and emailed to employees working from home base offices and their contents implemented to adopt, enforce and carry out the spirit of the Federal, State of Ohio, Logan County and all other legislation, orders and directives related to the COVID-19 declared state of emergency. These notices will take effect immediately and will expire on the earlier of December 31, 2020 or the municipality's lifting of the Emergency Proclamation issued March 18, 2020. These notices will be supplemented and amended as required by law.

1. COVID-19 POLICY, FORMS AND NOTICES 2020-01 NOTICE -01

COVID-19 POLICY 2020-01 NOTICE -01

DO NOT REMOVE

POSTED _____

EMAILED _____

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 5 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

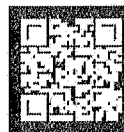
The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627

dol.gov/agencies/whd



WHI 422 REV 0820

2. COVID-19 POLICY, FORMS AND NOTICES 2020-01 NOTICE -02

COVID-19 POLICY 2020-01 NOTICE -02

DO NOT REMOVE

POSTED _____

EMAILED _____

Employees are reminded of COVID-19 KEY MESSAGES:

STAY HOME WHEN SICK
USE COUGH AND SNEEZE ETIQUETTE
PRACTICE HAND HYGIENE

Soap and water, hand sanitizer, tissues, and no-touch disposal receptacles are provided by the municipality for your use.