

CITY OF JONESBORO, ILLINOIS
A Municipal Corporation

RESOLUTION NO. 2020-R-05

PASSED and ADOPTED
December 21, 2020

A Resolution of the Jonesboro City Council,
COVID-19 Coronavirus Policy

RESOLUTION #2020-R-05

**THE CITY OF JONESBORO, ILLINOIS
A MUNICIPAL CORPORATION**

**A RESOLUTION COVID-19 CORRONAVIRUS POLICY FOR THE
CITY OF JONESBORO, ILLINOIS**

THAT WHEREAS, the City of Jonesboro has been dealing with the effects of the COVID 19 Pandemic since March of 2020 and will continue to deal with them for the foreseeable future.

WHEREAS, the COVID 19 pandemic and protocols for quarantine continue to cause repeated and multiple lost work days for City employees; and

WHEREAS, the City desires to provide a safe work environment and minimize lost work days to ensure the continued function of City operations; and

WHEREAS, it has become necessary to formalize workplace safety protocols to encourage all employees to be proactive to minimize the spread of COVID 19 and reduce lost work days; and

WHEREAS, it has become necessary to create uniformity for lost work days due to COVID related illnesses or mandated quarantine:

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. This Resolution shall be effective upon its passage and adoption on December 21, 2021 and signing by the Mayor and the filing for record with the Jonesboro City Clerk.
2. Due to the COVID-19 (coronavirus) pandemic and the continued lost work days due to the coronavirus we are taking proactive steps to address several concerns. First and foremost, we want to maintain a safe workplace and adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of operations during this pandemic.

3. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:
 - a. Take your temperature daily during this time and remain home if you have a fever. Stay home when you are sick.
 - b. Wash your hands frequently with warm, soapy water for at least 20 seconds.
 - c. Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
 - d. Avoid people who are sick with respiratory symptoms.
 - e. Clean frequently touched surfaces.
4. It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees with temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. (Refer to company sick time here as applicable) Employees who report to work ill will be sent home in accordance with these health guidelines.
5. The City of Jonesboro will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.
6. Supervisors should ask the following questions to all employees prior to entering the jobsite. If they answer "yes" to any, they should be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.
 - a. Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?

- b. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- c. Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- d. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- e. Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
- f. Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- g. Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- h. Do not congregate in lunch areas.
- i. Do not share tools.
- j. Do not share personal protection equipment (PPE).
- k. Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- l. Ensure used PPE is disposed of properly.
- m. Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- n. Disinfect reusable supplies and equipment.
- o. Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- p. Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).

- q. Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
 - r. Utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to entering/leaving jobsite.
 - s. Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
 - t. Do not stack trades if possible. *(The stacking of trades describes project conditions where multiple tradespeople are working simultaneously in a single work area. Stacking creates congestion and crew interference and can also negatively affect productivity.)*
 - u. Utilize disposable hand towels and no-touch trash receptacles.
 - v. Request additional/increased sanitation (disinfecting) of portable toilets.
 - w. Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.
7. Effective January 1, 2020, all employees will have a maximum of 10 days, or 80 hours of paid leave for COVID related issues, which includes, but is not limited to:
- a. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b. has been advised by a health care provider to self-quarantine related to COVID-19;
 - c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - d. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 - e. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
 - f. Is experiencing any other substantially-similar condition specified by the IDPH, Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
 - g. Employees who Exceed 80 hours or 10 work days will be required to use accrued, sick or vacation time.

h. Employees to come to work in violation knowing they are subject to a quarantine order, recommendation, and/or experiencing symptoms will be immediately placed on paid administrative leave and subject to discipline which may include:

- i. Unpaid suspension
- ii. Termination

Adopted this 21 day of December, 2020

APPROVED: *Ken Blandford*
KEN BLANDFORD, Mayor

<u>RECORD OF VOTE:</u>	<u>YEA</u>	<u>NAY</u>
ALDERMAN CARLSON	<u>✓</u>	<u> </u>
ALDERMAN HILEMAN	<u>✓</u>	<u> </u>
ALDERMAN HALDEMAN	<u>✓</u>	<u> </u>
ALDERMAN SCHAEFER	<u>✓</u>	<u> </u>
ALDERMAN STEGLE	<u>✓</u>	<u> </u>
ALDERMAN BOYD	<u>✓</u>	<u> </u>

ATTEST:

Barbara Casper BARBARA CASPER, City Clerk

FILED FOR RECORD ON December 22, 2020