

Coronavirus Emergency Policy

As of today, the Coronavirus has made its way into New Jersey. The City of Linden is taking proactive affirmative steps to protect our employees and citizens. This policy is the City's first line response.

The general public is not considered at risk at this time as the immediate health risk from COVID-19 is considered to be very low.

Overview:

The Coronavirus (coronavirus) is a rapidly spreading virus which causes severe respiratory illness in infected patients. The Coronavirus has already reached epidemic levels in China and is on the verge of becoming an international pandemic event. While the virus has so far been contained in the United States, public health officials warn that it could spread rapidly as the rate of passing the infection is significantly greater than that of the influenza virus.

Persons infected generally have the following symptoms: fever, muscle pain and dry cough which then leads to shortness of breath and other difficulties in breathing. For some, the virus has led to pneumonia and in an extreme cases, even death.

The City is implementing this emergency policy to safeguard the health and welfare of all of our employees; to comply with all local, state and federal health and safety standards; and to ensure the continued general operation of the business. While this policy outlines the parameters of the City's implementation of safeguards, as the Center for Disease Control (CDC) and the New Jersey State Health Commissioner provides further guidance, the City may alter this policy without prior notice but will do our best efforts to keep all staff apprised of the latest information.

We will endeavor to keep the workplace environment clean. Surfaces such as furniture, commonly shared items, door and floors will be regularly cleaned. Frequently touched surfaces on personal items, such as phones and keyboards should also be disinfected and cleaned at least twice daily.

Unless impeded by a short supply of product, we will make sanitizing hand lotion and sanitizing wipes available throughout the City offices for staff and visitors. We ask that you utilize these items at least several times each day.

Employees are encouraged to frequently wash their hands with soap and warm water for a minimum of 30 seconds, especially when returning to their office from the outside and before and after eating.

Personal Health:

Until the concern for the spread of Coronavirus is minimized, we require all staff to do the following:

Employees are encouraged to monitor their own health. If an employee believes that they are exhibiting the initial symptoms of the coronavirus (fever, dry cough, headache, and muscle pain), the employee should immediately seek medical help. All employees with a good faith belief that they are exhibiting these symptoms will be permitted to take a half day paid time off (PTO) to seek medical assistance, a diagnosis, and treatment.

Any employee who exhibits the initial viral symptoms - fever, dry cough, headache, and muscle pain, who also experiences shortness of breath or other problems breathing, will not be permitted to come to work. Those employees will be required to stay home, and should remain quarantined for 14 calendar days unless

they have been properly tested for the coronavirus by a qualified healthcare provider and receive a negative diagnosis for infection. Those employees who are required to stay at home must use their PTO days to compensate for loss of work. At the employee's option, they can notify their Department Head that they will be taking this 14 calendar day waiting period as time off without pay. If the employee does not have the necessary PTO days to cover their absence, they will be considered on leave without pay, and again will not suffer any loss of seniority or accrual of benefits. If an employee takes time off without pay, they will not suffer any loss of seniority or accrual of benefits. Employees without any sick time or who exhaust their sick time, may apply for Temporary Disability Benefits through the State. If the City, at its sole discretion, believes any employee's services are required, we reserve the right to require you to work from home, if possible.

All employees traveling or who have traveled to a country designated by the CDC as having a Level 3 Travel Health Notice will be required to remain out of work for at least 14 calendar days and may be required to work from home. If they remain asymptomatic after the 14 calendar day period ends, they may return to work. Information pertaining to the CDC Travel Health Notices can be found at www.cdc.gov/coronavirus.

All employees who have had close contact or live with someone who i) has contracted the Coronavirus or ii) has traveled to a country designated by the CDC as having a Level 3 Travel Health Notice, will be required to remain out of work for at least 14 calendar days after the exposure and may be required to work from home. If they remain asymptomatic after the 14 calendar day period ends, they may return to work.

An employee may appeal to the Personnel Division for a waiver to return to their worksite if they believe they or another traveler visited areas and regions unaffected by the virus. The Personnel Division will only grant a waiver based on information provided in the CDC Travel Health Notices and the New Jersey State Health Commissioner. The information provided must show that there is currently no reported spread of the virus in the area visited and/or there is a minimal risk of contracting the Coronavirus in the area visited. We also reserve the right to require medical clearances in such cases.

Effective Date: March 6, 2020