

City of Pullman Temporary Infectious Disease Control Policy

Coronavirus (COVID-19) Response

Effective March 26, 2020

PURPOSE AND APPLICABILITY

This policy applies to all City employees.

In recognition of the evolving impact of the coronavirus (COVID-19) outbreak, and issuance of the Declaration of Emergency by the Mayor of the City of Pullman, this policy is intended to promote health, safety, and security for our employees while mitigating risks during this time of emerging public health threat.

This temporary infectious disease control policy covers all regular and temporary City employees, and will remain in effect through April 30, 2020. It may be extended or vacated by declaration of the Mayor, City Administrator or Designee, as needed.

DEFINITIONS

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "coronavirus disease 2019" (abbreviated "COVID-19").

POLICY GUIDELINES

- A. General Expectations of Employees in the Workplace.** While this temporary policy is in effect, all employees are directed to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. To minimize the spread of germs, employees are to:
1. Regularly wash their hands with soap and water or use hand sanitizer.
 2. Avoid touching their noses, mouths, and eyes.
 3. Cover their coughs and sneezes with a tissue or their arm.
 4. Wash their hands or use hand sanitizer after coughing, sneezing, blowing their noses, or coming into contact with others.
 5. Refrain from using other employees' phones, desks, tools, equipment, or work stations, except after sanitizing such equipment.
 6. Periodically disinfecting work stations and frequently touched surfaces.
 7. If they are feeling ill and/or experiencing any of the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue, stay out of City buildings and take reasonable steps to isolate themselves away from the general public.
 8. Report any confirmed diagnosis of an infectious illness, such as COVID-19, to immediate supervisor and remain at home until cleared to return to work by a physician and/or county health professional, with written documentation.
 9. Employees who report to work ill may be asked to go home in accordance with these health guidelines. In those instances, employees shall utilize leave under the City's Temporary COVID-19 Leave Program or their leave accruals per the City's existing policies and procedures.
- B. Follow Additional Measures Directed By The Mayor, City Administrator, or Designee.** In view of the current, heightened infectious disease concern, and under the authority of the City's Declaration of Emergency (and all subsequent Declarations and amendments) , the Mayor, City Administrator, or Designee and All Department Directors may "reassign personnel from their ordinary duties to work deemed necessary for the emergency outside their normal job classifications, and to require work beyond normal working hours in performing tasks deemed necessary in responding to the emergency."

This may include, without limitation, the following direction:

1. **Reduce Face-to-Face Contact:** Minimize face-to-face contact between employees. Employees are encouraged to use the telephone, online conferencing, or e-mail to conduct business as much as possible, even when participants are in the same building.
2. **Social distancing:** Modifying, postponing, or canceling of large meetings or public events. In order to achieve social distancing, employees may be temporarily reassigned to different work locations accordingly.
3. **Working remotely:** In an effort to control the spread of infection or when the risk of transmission in the workplace is deemed likely, the Mayor or City Administrator or Designee may authorize temporary telecommuting for an expanded number of non-essential regular employees. Temporary telecommuting assignments must be approved by the Department Director on a case-by-case basis. The nature of the employee's work must be amenable to telecommuting and sufficient work must be available. Approval of a telecommuting arrangement is contingent upon the availability of software licenses, system capacity, and Information Technology staff capacity as applicable.
4. **Limiting Travel:** As directed by the Mayor, City Administrator or Designee, nonessential travel is prohibited until further notice. Employees who travel as an essential part of their job should consult with their Department Director on appropriate actions. Business-related travel outside the United States is prohibited without express authorization from the Mayor, City Administrator or Designee.