

**RESOLUTION NO. 2020-002**

**RESOLUTION ESTABLISHING SPECIAL PROCEDURES AND  
EMERGENCY POWERS RELATED TO COVID-19**

**WHEREAS**, the Culver Town Council wishes to maintain a safe and healthy workplace for Town Employees and elected officials, and;

**WHEREAS**, Town of Culver elected officials and town workforce must continue to provide essential government services, and;

**WHEREAS**, the State of Indiana working closely with the Indiana State Department of Health and the Center for Disease Controls have adopted workplace and public meeting guidelines related to the Novel Coronavirus, more commonly known as COVID-19.

**NOW, THEREFORE, BE IT RESOLVED** that the Culver Town Council adopts and to the extent necessary modifies its employment and employee practices as set forth in the Infectious Disease Outbreak Response Plan attached as Exhibit "A" hereto, the Pandemic Leave Plan, Exhibit "B", and the Single Claim Approver Process, Exhibit "C." The guidelines shall provide direction to town officials and town employees although these guidelines may be modified on a case-by-case basis. Each employee of the Town of Culver has a responsibility to become familiar with the workforce guidelines and to follow said guidelines.

Town Council will meet only if necessary to maintain essential government functions until further notice to reduce the risk of spreading COVID-19 in public meetings. As such, town council has deemed it necessary to grant emergency powers and responsibilities to the council president (or the vice president if the council president cannot be reached) for up to 90 days, effective on the date of passage. These powers shall include:

1. The authority to approve all necessary claims on behalf of the council via electronic mail to maintain basic operations and functions of the town and town departments.
2. The authority to declare essential employees only status and approve temporary work guidelines for staff as described in Exhibit A, including remote working guidelines. Employees will not face a decrease in salary paid, or number of hours worked per week under these guidelines.
3. The authority to grant staff paid “pandemic leave” as outlined in Exhibit B if necessary.
4. The authority to waive all town utility late fees for March, April, and May due dates and postpone all utility disconnect orders until June 15.
5. The authority to restrict public access to town buildings and facilities based on public health concerns.
6. The authority to postpone meetings of all public bodies, boards, commissions and councils under the jurisdiction of the town council deemed non-essential to the basic operations of the town.

The Town Council has also deemed it necessary to grant the following emergency powers to the clerk-treasurer during this public health crisis for up to 90 days, effective upon the date of passage:

1. Deposits may be limited to Mondays and Thursdays only.
2. The clerk-treasurer may authorize payments via ACH as necessary. These payments must also be approved by the town council president.

Further, should there be other national or state directives released, the Town of Culver will follow the directives contained in the governmental documents.

**PASSED AND ADOPTED** by the Town Council of the Town of Culver, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**CULVER TOWN COUNCIL  
TOWN OF CULVER, INDIANA**

**By** \_\_\_\_\_  
Ginny Bess Munroe, President

**By** \_\_\_\_\_  
Sally Ricciardi

**By** \_\_\_\_\_  
Bill Githens, Vice-President

**By** \_\_\_\_\_  
William Clevenger

**ATTEST:**

**By** \_\_\_\_\_  
Rich West

\_\_\_\_\_  
Karen Heim, Clerk-Treasurer

EXHIBIT A  
INFECTIOUS DISEASE OUTBREAK RESPONSE PLAN

During an infectious disease outbreak, the Town of Culver will be ready to implement strategies to protect its workforce from disease while ensuring continuity of operations. Sick employees will be asked to stay home and away from the workplace, respiratory etiquette and hand hygiene will be encouraged, and routine cleaning and disinfecting of commonly touched surfaces will be performed regularly.

1. Possible work-related exposure and health risks to employees.

**Town laborers are generally at Lower Exposure Risk (Caution) according to OSHA's Occupational Risk Pyramid since jobs do not require contact with people known to be, or suspected of being, infected with a communicable disease. Office staff and law enforcement are generally at Medium Exposure Risk since jobs require frequent and/or close contact with (i.e., within six feet of) people who MAY be infected with a communicable disease. Workers in this category may have contact with the general public (e.g., utility office). EMS personnel are very high risk as healthcare workers who may be exposed to infected patients during medical calls.**

**If an employee believes he or she has been exposed to coronavirus during the course of the work duties, they must complete an Indiana Worker's Compensation First Report of Employee Injury, Illness (State Form 34401) within 24 hours by emailing the completed form to the clerk-treasurer.**

2. Town policies consistent with existing state and federal workplace laws regarding sick leave are found on page 48 of the Personnel Handbook. State and federal laws related to workplace injuries and illnesses and reporting requirements will apply as well.

3. Employee social distancing strategies.

**Work hours will be staggered when possible to minimize employee-to-employee exposure as determined by department heads. Employees will remain in their primary work location as much as possible and avoid common areas.**

4. Essential business functions, essential jobs or roles, and critical elements within Town's supply chain required to maintain business operations.

**The town water and sewer plants, park and utility office will keep an adequate inventory of supplies**

**on site to sustain operations for several weeks.**

5. Set up authorities, triggers and procedures for activating and terminating the Town's Infectious Disease Outbreak Response Plan.

**The Town Council President will activate and terminate the plan based on recommendations from state, federal and local health organizations. All employees will be notified by phone, text and/or email.**

6. Plan to minimize exposure between employees and between employees and the public if health officials call for social distancing.

**If necessary, the Town Hall will close to walk-in customers. Payments will be received via mail, online (credit cards), and drop box. The Superintendent and laborers will limit contact with salespeople and the general public.**

7. Establish a process to communicate information to employees on the Town's Infectious Disease Outbreak Response Plan and disease updates.

**Employees will be continually updated by phone and/or e-mail regarding the status of the Town's Plan and current information about the disease outbreak by the town manager and town clerk.**

8. Determine how the Town will operate if absenteeism increases significantly.

**Town employees are cross-trained in many essential areas- street, water and sewer plants - and can perform duties in the absence of other employees. In the case of emergency service, additional coverage may need to be arranged with surrounding jurisdictions. Any inability to maintain paramedic level emergency medical service coverage due to absenteeism will be reported to the State of Indiana as soon as possible.**

9. Learn about county's and surrounding community's response plans.

**The Town Council, Town Manager and Clerk-Treasurer will be in communication with state, federal and local agencies to review response plans and share information.**

10. Limiting non-essential work-related travel and large gatherings.

**No off-site training programs will be scheduled if travel restrictions are mandated by federal, state or local health officials. Non-essential travel to gatherings larger than 50 people will be postponed as much as possible until further notice and no new large meetings of 50 or larger will be scheduled in town facilities until further notice.**

11. Engage state and local health departments to confirm channels of communication and methods for dissemination of local outbreak information.

**The Town Council, Town Manager, and Clerk-Treasurer will closely follow announcements and updates from the CDC, Indiana State Health Department, and the Marshall County Health Department, and will disseminate information to our residents through our Town website, Facebook, and list-serves. Town employees will receive information via phone, text and/or e-mail. If the situation worsens, and a state of emergency is declared by the Town Council, National Incident Management System (NIMS) protocol shall be observed by all staff and elected officials.**

## **Responses by Department**

### **EMS**

EMS will follow CDC and ISDH guidelines regarding infectious disease control.

Saint Joe Regional Medical Center requires a screening for all patients with respiratory symptoms. They recommend mask on the patient if we suspect coronavirus; based on the answers to three questions. They require that staff wait in the ambulance bay upon our arrival until a doctor or nurse arrive to assess the patient and the patient can then be placed into a specialized room. If coronavirus is suspected and turns out to be positive, the hospital will contact us and offer guidance and follow up care for the crew. SJRMC will provide access to testing for exposed or potentially exposed EMS staff.

Use phone and radio communication (with assistance from county dispatch and 911) instead of personal interaction when deemed appropriate by the lead responder.

### **Essential Employee Status**

File a waiver with the State to occasionally run BLS if we are short staffed with paramedics. Culver would likely lose some of our personnel, mostly paramedics to other departments in which they have full-time status. Implement policy for our full-time personnel that may require mandatory shifts if coverage becomes an issue. Utilize as many part time help as possible.

### **Confirmed Staff members illness**

Masks would be required for staff. That person would then have to go in for treatment and most likely would be placed under quarantine.

Service will operate from another location temporarily if necessary. The ambulances need to be kept inside a locked building as they do have narcotics until the area is professionally cleaned and disinfected.

The street department garage, fire department, or other town owned property with lockable doors and adequate garage space are the preferred options.

### **Police**

Police will follow CDC and ISDH guidelines regarding infectious disease control. Will wear personal protective equipment on any calls as recommended by the CDC.

Avoid unnecessary contact with citizens in proximity of 6 feet or less. If a citizen is a confirmed case or showing clear symptoms, use phone communication where possible instead of personal interaction under the best judgement of the officer. SJRMC will provide access to testing for exposed or potentially exposed staff.

### **Essential Employee Status**

Maintain one staff member on duty 24/7.

### **Confirmed Staff members illness**

Avoid working in shared areas for a minimum of 3 days. Arrange for professional cleaning of shared vehicles and work site. Work from other town properties or vehicle as much as possible. Arrange for coverage with other jurisdiction in cases of emergency.

**Park**

Park will follow CDC and ISDH guidelines regarding infectious disease control. Park events through April 3<sup>rd</sup> are cancelled and future events will be evaluated on a weekly basis.

**Essential Employee Status**

Reduce staff on-site hours and exposure to the general public as much as possible. Work from home or in secure town locations not open to the public.

**Confirmed Staff members illness**

Avoid working in shared areas for a minimum of 3 days. Arrange for professional cleaning of work sites. Work from other town properties as much as possible.

**Clerk**

Clerk will follow CDC and ISDH guidelines regarding infectious disease control.

**Essential Employee Status**

Reduce staff on-site hours and exposure to the general public as much as possible. Work from home or in secure town locations not open to the public as much as possible as determined by the clerk or town manager. Close to walk-in customers. Payments will be received via mail, online (credit cards), and drop box in the police department lobby. Late fees will be suspended temporarily until the next billing cycle (April 16).

**Confirmed staff member illness**

Avoid working in shared areas for a minimum of 3 days. Arrange for professional cleaning of work sites. Work from home or other town properties as much as possible.

**Fire**

Fire will follow CDC and ISDH guidelines regarding infectious disease control for emergency responders and general business practices. First responders on medical calls will follow CDC standards and protocol

for emergency medical responders. SJRMC will provide access to testing for exposed or potentially exposed staff.

**Essential Employee Status**

Reschedule or cancel any non-essential trainings or meetings as determined by the department.

**Confirmed Staff member illness**

Avoid working in shared areas for a minimum of 3 days. Arrange for professional cleaning of work sites, including shared areas, equipment, gear, and vehicles.

**Utilities**

Utilities will follow CDC and ISDH guidelines regarding infectious disease control.

**Essential Employee Status**

Reduce staff exposure to the general public as much as possible. Stagger work hours where possible to reduce employee contact. Maintain minimum staffing levels required for operation of water and sewer plants, and the ability to respond to significant events as determined by the Utilities Superintendent.

**Confirmed Staff members illness**

Avoid working in shared areas for a minimum of 3 days. Arrange for professional cleaning of vehicles and related work sites. Work from other town properties or vehicle as much as possible.

## EXHIBIT B

### **Pandemic Leave Policy**

In event of a Pandemic declaration by World Health Organization, the following pandemic leave policy will be effective.

All employees, full and part time, are eligible for paid leave under the following conditions:

If an employee meets the conditions in one of the three classes listed below, the employee will be ordered to stay home from work:

1. Employee tests positive for the underlying condition as declared in the pandemic declaration.
2. Employee either shows symptoms of the underlying condition or lives with someone or is regularly exposed to someone that has the underlying condition or symptom or is believed to have the underlying condition.
3. Employee has travelled to a high-risk location as determined by the CDC or has been exposed to someone that either has the underlying condition or exhibits symptoms of the underlying condition but has not tested positive.

Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried position, then the employee shall receive their normal salary pay while on leave.

Employee leave will be determined by the Council President or his/her designee and based on the circumstances of the occurrence with advice from a health care professional.

Employee will not be allowed to return to work until they are determined that they do not present a health risk of the underlying condition of the declared pandemic to other employees or officials of the Town.

If the Town facilities are ordered to be closed and civilian employees are instructed not to come to work, employees shall receive their normal compensation based on their average hours worked per week unless it is a salaried position, then the employee shall receive their normal salary pay while on leave. If an employee is able to continue to work remotely, the supervisor shall determine the work from home arrangement. Essential employees may be required to work during closure, either at the Town facility or remotely, as determined by their supervisor.

If Town facilities remain open but an employee is at higher risk due to age and compromised immune system, employee may be authorized to stay home from work. Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried position, then the employee shall receive their normal salary pay while on leave. If an employee is able to continue to work remotely, the supervisor shall determine the work from home arrangement. Essential employees may be required to work remotely as determined by their supervisor.

If an employee works remotely, the employee should document their time worked and then the employee's total time will be allocated appropriately to either hours worked or pandemic leave hours.

If employees are instructed not to come to work and an employee chooses to go on vacation, the employee must use PTO time instead of pandemic leave time. Employee must get authorization from their supervisor prior to taking PTO time.

## EXHIBIT C

### SINGLE CLAIM APPROVER PROCESS

1. The clerk treasurer will prepare and send a list of claims to the president or their designee no later than the Friday before the Tuesday regular meeting date.
2. The reviewer will have until Tuesday to approve claims and/or provide a list of claims to hold for further review.
3. The clerk treasurer will print the responding e-mail and attach it to the original list of claims.
4. At the first meeting following the expiration of the public health emergency, the council will formally approve all claims paid during the emergency.