

## **Town of Caroline COVID-19 Guidelines**

### ***How Does COVID-19 Affect Town Operations***

Employees should work remotely, if possible. If not able to work remotely and New York State permits opening of public buildings for business, employees shall follow pandemic distancing measures (6-ft. distance, wear a mask when closer than six feet or when others not members of your household are present, wash hands, and disinfect frequently touched surfaces). Employees shall also stagger their working times so employees are following capacity guidelines and not sharing the same space.

Essential Workers: Highway and Code Enforcement employees are classified as essential workers. If they are not showing any symptoms and there are no other employees available to do their work, they are allowed to work. Essential Workers must follow distancing measures at all times.

### ***What are COVID-19 Protective Measures?***

- Six-foot distance shall be maintained between all persons at town facilities (Historic Town Hall, Town Office Building, Highway Facilities). Visitors must sign in on the visitors' log.
- Face masks, positioned over nose and mouth, are required to be worn by anyone entering the town hall.
- Frequently touched surfaces (e.g., door handles, digital locks, stamp machine) should be wiped with antiseptic wipes at first entry, as needed throughout the day, and at last exit.

### ***Who Should Quarantine?***

- Any individual identified through contact tracing as someone who has been in contact with a known COVID-19 case, will be ordered into mandatory quarantine for 10 days from the last date of exposure to a known COVID-19 case (exposure is defined as having been within 6 feet of an infected individual for more than 10 minutes cumulatively over a 24-hour period). During this period, Health Department staff will contact the quarantined person daily to assess their health status. If the individual remains healthy and does not develop symptoms during the quarantine period, the Health Department will release them from quarantine at the end of the 10-day period. The individual must then continue to monitor themselves for 4 additional days.
- If a member of an employee's household is quarantined, the employee is still allowed to go to work if the family is able to follow the quarantine instructions from the Tompkins County Health Department (the employee is not in quarantine, only the family member).
- Any individual who enters New York State from a non-contiguous state or Level 2 or higher U.S. Territory or foreign country (see NYS Out-of-State Travel Guidelines). The individual is responsible for monitoring their health for symptoms, getting tested if symptoms develop, and completing quarantine. Travelers may also "test out" by 1) obtaining a test three days prior to departure, 2) quarantining for three days after travel, and 3) obtaining a second test on day four. If both tests are negative, the traveler may exit quarantine.
- Anyone who was at a business or other public facility during the time noted on health alerts for possible exposure to COVID-19. Such individuals should obtain a test as soon as possible.
- Anyone who tests positive for COVID-19.

### ***What if an Employee Tests Positive for COVID-19?***

The Department Head will inform fellow employees of their possible exposure to COVID, but keep confidential the names of possible exposed employees due to privacy. The Department Head will also alert the Town Supervisor and the Human Resources Administrator (Bookkeeper). Employees who work directly with the infected employee will immediately quarantine in their home with the option to work remotely. The Town Supervisor will alert the Tompkins County Health Department of the positive case so they can start the contact tracing process. Essential Workers without symptoms may continue to work as described above.

Any areas that have been used for prolonged periods of time by the sick person should be closed off, according to CDC instruction. Twenty-four (24) hours should elapse prior to cleaning (to allow clearing of respiratory droplets from the work area).

An employee who has tested positive for COVID will not return to work until after they have been cleared by the Tompkins County Health Department.

### ***What Support is Currently Available for Employees?***

The Consolidated Appropriations Act (CCA) of 2021 did not extend employees' entitlement to benefits under the Families First Coronavirus Response Act (FFCRA) beyond December 31, 2020. However, the Town of Caroline has elected to continue to provide these benefits to employees who cannot work remotely and are required to be quarantined, are sick from COVID-19, or have family care responsibilities as a consequence of COVID as follows:

- paid 2 weeks (up to 80 hours) of paid sick leave at their regular rate if the employee is quarantined and/or is experiencing COVID-19 symptoms
- paid 2 weeks (up to 80 hours) of paid sick leave at two-thirds (2/3) the employee's regular rate of pay because the employee is unable to work because of caring for an individual subject to quarantine or care for a child whose school or child care provider is closed
- given up to an additional 10 weeks of paid expanded family and medical leave at two-thirds (2/3) the employee's regular rate of pay, if the employee has been employed for at least 30 days and unable to work due to care of a child whose school or day care is closed
- part-time employees are eligible for the number of hours of leave that the employee works on an average over a two-week period

### ***Non-essential Travel***

According to Executive Order 202.45, employees will forgo their paid COVID sick leave benefits if they engage in non-essential travel to any states other than contiguous states. If an employee chooses to travel, they will have to use their personal vacation time for quarantine.

See also [\*Town of Caroline COVID-19 Reopening Safety Plan\*](#)