Employees,

As we enter the second week of the Governor’s Stay-at-Home Order, I want to express my gratitude to each employee for your dedication and effort during this crisis.  Residents know that they can count on the Village and during this time, it seems even more evident. Keep up the great work!

Internally, our attention has been focused on making sure our employees remain healthy. Minimizing the spread of the coronavirus, whether it’s keeping our building closed or daily temperature checks of employees, the Village wants to ensure that we minimize the risks to you. Village leadership is committed to ensuring the best possible outcome for our employees while continuing to provide essential services to our residents.  In moving forward, we will continue to monitor COVID-19 on a daily basis to ensure the needs of our employees are being met and we are utilizing the best practices that are known to us.  As more information becomes available and this virus unfolds, we may have to make changes to address our needs just like schedule changes have been occurring. In other words, we all must be nimble in order to stay ahead of what we may be facing.

Since as a region, we seem to still be in the infancy stages of the virus, it is imperative that we maintain physical distance,  ensure good hygiene practices and stay in our homes as much as possible. We have made sure that for our first responders, we have the necessary protective gear and protocol to do your jobs.

While we are pursuing a cleaning company to disinfect our vehicles and working areas, you should continue to be vigilant in your efforts to perform best practices in disinfecting our facilities, vehicles, and equipment. In addition,

you are asked to engage in certain measures to keep yourself protected. These measures are outlined below and shall continue into the foreseeable future and until otherwise directed.

**Preventative Practices**

1. Clean workspaces and common areas

The Village will provide all necessary cleaning supplies as enhanced cleaning procedures should continue.  While Maintenance has taken over Lenny’s services, this is responsibility of all individuals in the workplace.

During this time of heightened exposure, extra care should be taken by using disinfectant cleaners provided to focus on high touch areas such as door knobs, restroom fixtures, light switches, shared equipment such as telephones, copy machines and vehicles.

It is the responsibility of each employee to clean and disinfect their workspace and equipment before and after use.

2. Personal Preventative Steps

All employees should frequently wash their hands when able and use hand sanitizer in the interim of hand

washing.

Employees should make every effort to cough or sneeze into disposable tissues or cover their mouth and nose in the elbow. Immediately dispose of any used tissues and wash your hands.

3. Personal Protective Gear

Public safety personnel should still follow your department’s established health and safety response protocols.

4. Staying Home if Sick

If an employee is exhibiting signs of illness, which includes a temperature over 100.4 degrees and or respiratory distress, employees are directed to stay home and follow the protocol in contacting your supervisor if you feel ill.

Employees who come to the workplace ill will be sent home immediately. Taking your temperature prior to your shift will ensure we have no infectious employees.

Unless otherwise notified, all Village attendance and leave policies remain in effect.

If an employee tests positive for COVID-19, fellow employees will be informed of possible exposure.  Confidentiality of COVID 19 cases will be maintained as required by the American With Disabilities Act (ADA)

5. If a Household Member is Sick

If a member of your household is exhibiting signs of illness, which includes a temperature over 100.4 degrees and/ or respiratory distress, please notify your supervisor.  Follow CDC Guidelines (See attached)

Asymptomatic employees may continue to work with supervisor approval.

6. Families First Coronavirus Response Act (FFCRA)

While the Village could exempt itself from the newly established guidelines via the Federal Families First Coronavirus Response Act (FFCRA), the Village has opted to make this available to our employees.

The guidelines are divided into two categories: Employee Sick Leave and Public Health Emergency Leave (caregiving). While more guidance on the implementation of these new provisions is expected from the US Department of Labor in the coming days, the Village will follow these directives from the Secretary of Labor.

              Please see the attached flyer from the Department of Labor.

**Social Distancing**

1. The following guidelines should be followed and implemented to reduce the possibility of exposure and spreading of the virus:

At every practical occurrence, employees shall avoid face-to-face meetings by use of telephone, online conferencing, email or other electronic means to conduct official business including meetings with coworkers.

Public safety personnel shall also make use of remote contact methods when possible.

If a face-to-face meeting cannot be avoided, the time of the meeting shall be minimized and a larger meeting space used with individuals spacing themselves at least 6 feet apart. The meeting will also be limited to required attendees only.

Employees should refrain from shaking hands or other close contact.

Any unnecessary travel and nonessential meetings should be avoided.

Employees should not gather to socialize in breakrooms, common areas or eat meals together.

              Police briefing in the patrol room is the exception but officers should maintain 6 feet of separation.

Employees are encouraged to bring meals to eat within their workspace.

2. Village facilities

Village facilities are limited to official business and Village activities only with no admittance to the public including family members so as to minimize our exposure. Our building will remain locked and closed to prevent anyone without key access from entering.

3. Remote Work

Employees who are able to conduct their work remotely have been afforded that ability and are encouraged to utilize that resource. With the exception of our Administrative Assistant, Administrative staff are all equipped with remote capabilities for phone and computer access. Staff will continue to complete their core duties from home. Interaction with employees working remotely is encouraged via phone, email and other communication tools. If staff need to access documents or equipment in the office, they are able to do so in a staggered manner as to limit access with other employees and keep time spent in the workplace at a minimum.

**Possible Exposure to COVID 19**

1. The following should be followed if you have possible contact with COVID-19 Patients or confirmed COVID-19 patients.

Avoid “**Close Contact**” with anyone having symptoms of or testing positive for COVID 19.

“Close Contact is described as: being within 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case.

As we are in uncharted territory and there are changes every day, we will evaluate each incident individually as far as possible exposures with symptomatic, asymptomatic and confirmed COVID 19 citizens and employees.

Please contact your immediate supervisor, Lieutenant and or Chief with any questions or concerns.

See attached flyer:  What Law Enforcement Personnel need to know about coronavirus disease 2019 (COVIF-19).

**Vacation and Travel**

During this time, it is imperative that employees stay at home per the Ohio Department of Health’s March 23 order. Personal and professional travel should not occur at this time. It is imperative that our first responders and essential personnel remain healthy in order to provide critical services to our community. If you have vacation scheduled, you should discuss this with your supervisor.

I want to assure you the health and welfare of our employees is being taken seriously and contingency planning is occurring daily as adjustments to our operating procedures will be made accordingly. Thank you for your continued dedication to our organization and the essential services that we as Village employees provide.

If you have any questions, please let me know.