

Emergency Policy and Procedures for Declared Pandemic

The United States Centers for Disease Control and Prevention (CDC) has the authority to determine and declare a public health emergency due to a “pandemic” disease. When such a declaration has been made, it is necessary for the health and safety of the City of Gregory’s employees and of its citizens, to take reasonable but necessary steps to protect against the uncontrolled spread of such disease. The City recognizes that an employee who is sick with such disease will pose a threat to self, other employees, and everyone with whom the afflicted employee comes into contact.

In the event of such “pandemic”, the City Council has the authority to declare this Policy to be immediately in effect, and upon such declaration it shall remain in effect until the City Council declares it to no longer be in effect based upon guidance from the CDC and the South Dakota Department of Health.

1. When an employee determines that they need to self-quarantine and they have no relevant symptoms; then vacation or comp leave will be used for time off. If the available time they have accrued runs out, then no pay. If advised by a doctor in writing that the employee should be quarantined, then sick leave will apply so long as the doctor’s written order to that effect is provided to the City.
2. When an employee has come into direct contact with someone that has tested positive for the pandemic disease, the employee is recommended to stay home and the above vacation, comp or sick leave will apply.
3. When an employee has relevant symptoms as defined by the CDC, and the employee is in mandatory quarantine, the employee may use available accrued sick leave. If their sick leave runs out then they would be eligible for the sick leave bank.
4. Anytime an employee is gone from work on sick leave under the provisions above, the employee must stay in contact with the employee’s supervisor at least once a week.
5. Whenever the CDC has determined that a certain body temperature is a relevant symptom of the disease, every employee of the City of Gregory will be required to have their temperature taken before their shift starts:
 - a. The temperature will be taken by use of a non-invasive infrared (or similar) digital device.
 - b. The temperature will be taken by such person(s) designated and at such location designated by the City.
 - c. The temperature will be taken in reasonable privacy, meaning that the results will be known only to the tested employee and the designated person who is operating the device.

- d. Any employee whose temperature meets or exceeds the established CDC or Department of Health guideline will be relieved of duty and will be advised to go home.
- e. Upon being relieved of duty under these procedures, the employee must not return to duty until the employee has been free of established symptoms for at least the period of time established by CDC, without the use of fever reducers or other symptom-relieving medication during that time.
- f. A written record will be maintained only for those employees' temperatures which meet or exceed the established guidelines. Such record will be confidential and non-public in recognition of the employees' privacy.
- g. Any employee who refuses to submit to the mandatory temperature testing at the beginning of the employee's shift will be subject to a written disciplinary action for insubordination and will be subject to being relieved of duty and sent home without pay for that day. Repeat violations are subject to the discipline policies of the City and may result in further discipline, including possible termination.

Adopted and approved by the City Council on April 6, 2020.

X _____
Mayor Scott Anshutz