

EXECUTIVE ORDER NO. 2021-003
HEALTHY AT WORK POLICY FOR ALL CITY EMPLOYEES AND FACILITIES OF
THE CITY OF WEST BUECHEL, KENTUCKY

WHEREAS, the President of the United States has previously declared a national state of emergency in response to the novel coronavirus, COVID-19, pandemic; and

WHEREAS, Governor Andy Beshear has previously declared a state of emergency in Kentucky in response to the novel coronavirus, COVID-19, pandemic; and

WHEREAS, since the original enactment of the state of emergency declarations referenced, a resurgence of the Delta variant of the coronavirus has emerged and is currently causing an increase in infection and hospitalization rates in our community; and

WHEREAS, in order to ensure the protection of our employees and citizens, it is imperative that the City of West Buechel minimize the risk of exposure to COVID-19 and its variants. The City of West Buechel is committed to staying “Healthy at Work.”

AS SUCH, it is hereby Ordered as follows:

1. The City of West Buechel will again require all employees to strictly adhere to the Centers for Disease Control and Prevention (CDC) guidelines on social distancing in all departments and to practice other preventative measures to reduce the spread of COVID-19.
2. To the extent practicable, the city will continue to limit the number of staff within city buildings at one time and will attempt to ensure adequate physical separation between employees while in city buildings.
3. I hereby designate, Debbie Batliner, the City Clerk, as its “Healthy at Work” Officer. The officer is responsible for ensuring compliance with these guidelines and employees are encouraged to communicate any improvements or concerns to these guidelines to the officer.
4. The officer will ensure appropriate signage is posted throughout city facilities to inform employees and citizens of good hygiene and new office practices.
5. Employees who become ill with COVID-19 symptoms while on the job shall isolate themselves, report it to the officer, and shall report for testing for COVID-19, as outlined below. The city will notify the public health department of any positive test.
6. The city will assist the health department in performing contact tracing so that others who may have been exposed to COVID-19 can be informed. This assistance includes, but is not limited to, providing the employee’s work schedule, workstation, hours or shifts worked, when the employee was potentially exposed, and the names and contact

information of any other employee or members that may have been exposed to the virus.

General Guidelines for All City Employees

- An employee shall not come to work under any circumstance when:
 - The employee or any member of his or her household has been diagnosed with or has displayed symptoms consistent with a COVID-19 infection; or
 - The employee has been exposed or potentially exposed to an individual that has either been diagnosed with COVID-19 or has displayed symptoms of COVID-19.
- Employees shall perform an individual health screening prior to departing from home to ensure that they do not have any of the symptoms associated with COVID-19. An employee must be able to answer “no” to each of the following screening questions prior to reporting to work. Employees who answer “yes” to any one of the following questions shall remain in self-isolation and follow the CDC guidelines to assess whether to seek medical care or testing.
 - Do you have a fever of 100.5° F or higher?
 - Do you have a new cough?
 - Are you experiencing shortness of breath or difficulty breathing?
 - Do you have new muscle aches or headaches?
 - Are you experiencing any gastrointestinal symptoms, such as diarrhea or vomiting?
 - Are you experiencing any chills or shaking with chills?
 - Do you have a new loss of taste or smell?
 - Is there anyone in your household that has experienced these symptoms or that has been diagnosed with COVID-19?
 - Have you been in contact with anyone who has shown these symptoms or that has been diagnosed with COVID-19?
- An employee who develops any of the above symptoms during the course of the workday while at a designated worksite other than home shall report it to the Healthy at Work Officer and shall immediately report to a health care provider for testing.
- If an employee must seek medical care under CDC guidelines or because they develop symptoms while at a designated work site other than home, the following process must be followed:
 - The employee shall not return to work in a city building or at a designated worksite until cleared by a health care provider to do so. Teleworking employees may continue to work from home if they are able to. However, the city encourages employees who are ill to rest and recover according to health care guidance.


- The employee must provide documentation of the visit with the health care provider to the Healthy at Work Officer. However, the city recognizes documentation may be delayed due to the volume of care at this time. The employee must provide the name of the health care provider where they are seeking care to the Healthy at Work Officer until the documentation is available.
- The employee will discuss potential eligibility for federal Emergency Paid Sick Leave with the City Clerk while seeking or receiving a diagnosis from the healthcare provider.
- If an employee that has been at their workstation is suspected or confirmed to have COVID-19, the Healthy at Work Officer will coordinate the following:
 - The employee's workstation shall be disinfected according to CDC guidelines.
 - Determine whether any other employees were potentially exposed and provide notice that an exposure may have occurred without revealing any identifying information about the ill employee. Also, work with your health department on any contract tracing requirements following the suspected or confirmed case.
- When in common areas, employees are required to wear a face covering. ¹ Employees are not required to wear a face covering in their offices or personal workspace. ***If wearing a mask would pose a serious threat to the employee's health or safety, the employee shall notify the Healthy at Work Officer immediately to discuss whether a reasonable accommodation may be made.***
- Employees may, but are not required to, wear a glove or gloves when contacting any "high touch" surfaces.
- When you enter city hall or other city buildings, please wash your hands after touching door handles, elevator buttons, or other common surfaces. Wash your hands frequently and/or use hand sanitizer.²
- Employees shall always observe six (6) feet of separation from other employees while in city buildings.

¹ Masks and gloves will be provided by the city to employees as they become available, but employees may make their own cloth face coverings as well.

² The city has and will continue to make available hand sanitizer to all employees throughout city hall.

- Only one person is permitted in the copy rooms and restrooms at a time.³
- If an employee uses the copiers or touches other objects in common areas, the employee shall sanitize those surfaces after direct contact by using the cleaning wipes or cleaning spray provided in the common areas.
- Do not directly exchange papers or other objects. Instead, use available software programs, scan in documents, or take photos to share the document. If the exchange of paper is necessary, place the documents in the employee's mailbox for retrieval after at least 24 hours have elapsed.
- The number of staff permitted in city hall at any one time shall not exceed _____, and employees shall be safely separated throughout city hall.
- All other policies provided in the City's Employee Handbook shall remain in force unless suspended by the executive authority. This policy shall expire on January 1, 2022.

Signed on this _____ day of August, 2021.


Mayor Brenda Moore
City of West Buechel, Kentucky

ATTEST:


City Clerk

³ When exiting a rest room, employees are asked to turn off the light to serve as an indication that the rest room is not occupied.