



Memo: Coronavirus and Flu Prevention

Date: March 11, 2020

To: All employees, Boards and Commissions

From: Brandy Reitter, Town Manager

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a pandemic. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds. Use at least 60% alcohol-based hand sanitizer if soap and water are not available.
- Cover your coughs and sneezes with tissues, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Plan for ways to increase space between people to at least 3 feet.
- Clean frequently touched surfaces.

Environmental Cleaning: The Town of Eagle will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. For those of you responsible for public reception areas or meetings, please utilize the wipes at the beginning and each shift to keep your area clean. Also use as needed if you feel someone who is sick or illustrates respiratory symptoms has entered your area.

Meetings: Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during the flu season (or outbreak*, per the CDC, an outbreak is when a large number of people suddenly get sick). IT support services are available to employees who need assistance with this technology.

Stay home if ill: It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-

reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. If someone in your house is sick, you may stay home, and use paid sick leave.

Sick and Medical Leave: We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill may be sent home in accordance with these health guidelines. Employees who have missed 3 or more consecutive days of work should contact HR about their rights for Medical Leave of Absence.

Notification: To limit additional exposure and to reduce risk and liability for the employer, staff must notify their supervisor or HR immediately if they are infected with a communicable disease or if the risk may exist by being exposed to a household member or by international travel to areas of risk.

While we currently do not offer formal telework arrangements, The Town of Eagle will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Summary: As a part of our core business values, we are committed to keeping our employees and customers safe. We need to be cautious, as fear can be misguided. The CDC recommends to “Stay Calm and Wash your hands”. Please contact the human resources department with any questions or concerns.

Lynette Horan, HR Manager
Direct Line: 970.328.9618
Lynette.horan@townofeagle.org

Sincerely,



Brandy Reitter,
Town Manager