

WESTTOWN TOWNSHIP

1039 Wilmington Pike
West Chester, PA 19382
610-692-1930

Post Office Box 79
Westtown, PA 19395
FAX 610-692-9651

www.westtownpa.org

AGENDA Westtown Township Board of Supervisors Workshop Agenda

**Westtown Township Municipal Building
1039 Wilmington Pike, Westtown**

Monday, March 16, 2020

Start time 6:30 pm

- 1. Township Emergence Operations, Coronavirus COVID-19 Outbreak**
- 2. Westtown Township Personnel Files Access Policy**
- 3. Township Finances Updates**

Note: The following policy information is temporary only. These policy guidelines will be used in addressing a pandemic situation related to COVID-19, also known as Coronavirus. Once the situation has been stabilized, another communication will be released to this group rescinding this policy information.

Employees with possible exposure to COVID-19

Employees who have had contact with a person who became ill within 14 days of returning from China, Iran, Italy, South Korea, or Japan, OR had contact with an individual who is a presumptive/confirmed case of coronavirus are required to stay home and monitor their health for 14 days from the time of contact. Employees will receive regular pay while working from home. If an employee cannot work from home due to the nature of their job or technological limitations, they will receive regular pay.

Work-related Travel

- All out-of-County work-related travel should be reassessed and non-essential travel canceled.
- Any non-essential work-related travel to any area with confirmed Coronavirus cases are canceled. For an up-to-date listing of areas with confirmed cases, visit:
 - International: <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>
 - Domestic: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>
- Travel planned but not yet booked (airfare, hotel, etc.) should be held off until further notice.
- Travel that has been previously authorized by the Commissioners' Office is rescinded. Travel requests must be resubmitted after these restrictions have been lifted.
- Employees who have traveled to an affected area (identified above) will be required to follow the guidance below:
 1. Did the employee travel to China, Iran, Italy, Japan, or South Korea in the past 14 days?
 - If yes, they will be required to self-quarantine for 14-days or until they are symptom free, whichever comes last. Employees should be given the opportunity to work from home and will receive regular pay. If an employee cannot work from home due to the nature of their job or technological limitations, they will receive regular pay.
 - If no, go to question #2.
 2. Did the employee have contact with, or has been informed they have been exposed to, an individual who is a presumptive or confirmed case of Coronavirus within the United States or in another country?
 - If yes, they will be required to self-quarantine for 14-days or until they are symptom free, whichever comes last. Employees should be given the opportunity to work from home and will receive regular pay. If an employee cannot work from home due to the nature of their job or technological limitations, they will receive regular pay.
 - If no, go to question #3.

3. Is the employee experiencing a fever, cough, and/or shortness of breath?
 - If yes, they will be required to self-quarantine and utilize compensatory, sick, or vacation time until they are symptom free for 24-hours.
 - If no, the employee can return to work as normal.
- Employees who are quarantined at the direction of public health officials (state or local health department) will receive paid administrative leave until the specific period of time ends or the employee becomes ill with the communicable disease, whichever comes first. Written verification from a public health official (state or local health department) is required to confirm this status as soon as practicable.

Personal Travel

- Any personal travel planned to one of the areas affected (identified above) must be reported to Human Resources.
- Employees who travel to an affected area should follow the guidance below:
 1. Did the employee travel to China, Iran, Italy, Japan, or South Korea in the past 14 days?
 - If yes, they will be required to self-quarantine for 14-days or until they are symptom free, whichever comes last. Employees should be given the opportunity to work from home and will receive regular pay. If an employee cannot work from home due to the nature of their job or technological limitations, they will be required to utilize compensatory, sick, or vacation time.
 - If no, go to question #2.
 2. Did the employee have contact with, or been informed they were exposed to, an individual who is a presumptive or confirmed case of Coronavirus within the United States or in another country?
 - If yes, they will be required to self-quarantine for 14-days or until they are symptom free, whichever comes last. Employees should be given the opportunity to work from home and will receive regular pay. If an employee cannot work from home due to the nature of their job or technological limitations, they will be required to utilize compensatory, sick, or vacation time.
 - If no, go to question #3.
 3. Is the employee experiencing a fever, cough, and/or shortness of breath?
 - If yes, they will be required to self-quarantine and utilize compensatory, sick, or vacation time until they are symptom free for 24-hours.
 - If no, the employee can return to work as normal.
- Employees who are quarantined at the direction of public health officials (state or local health department) will receive paid administrative leave until the specific period of time ends or the employee becomes ill with the communicable disease, whichever comes first. Written verification from a public health official (state or local health department) is required to confirm this status as soon as practicable.

Meetings

- Whenever possible, in-person meetings should be transitioned to video or telephone meetings.

Sick-Time Use

- Probationary employees are allowed to utilize sick-time until further notice.

Sick Employees

- Employees who have any one or more symptom of acute respiratory illness (fever, cough, shortness of breath) are recommended to stay home and not come to work until they are free of fever and any other symptoms for at least 24-hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Any employees who come to work with acute respiratory illness symptoms (i.e., cough, shortness of breath), supervisors should contact Human Resources immediately. Human Resources will utilize an evaluation matrix developed by the Health Department to determine whether an employee should be sent home or will be allowed to continue to work.
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- If an employee does not have enough sick leave, the Human Resources Department may work with the employee to advance leave or utilize Caring Co-Worker time.
- The confidentiality of a sick employee is critical. Supervisors must take all reasonable steps to protect the confidentiality of any sick employee.

Continuity of Operations (COOP) Activation

If the situation becomes severe, the Commissioners and President Judge may close County government and the Courts for a period of time by activating the COOP Plan.

- If alternative work locations or teleworking are available, employees should plan to work remotely.
- In the event the County and Courts close or non-mandatory employees are ordered to not report to work and cannot work remotely, employees may be granted paid administrative leave for up to 30 days.
- Designated essential personnel may be required to report to work or to work remotely. Additional employees may also be designated to work if needed due to the length of the emergency, illness of essential employees, or other needs. Essential employees (exempt and non-exempt) who are required to report to work will receive time-and-a-half compensation for all hours worked onsite during a closure.

Payroll Processing

If an employee is working, regardless of location (remotely or on-site) they should code their hours "Hours Worked". If an employee is not able to work due to the nature of their job or technological limitations, they should code their hours "SDP". If they are on "paid administrative leave" they should code their hours "SDP". Employees should use the regular compensatory time, sick time, and vacation time codes when using that time.

Additional guidance will be provided in the event of a COOP activation.

Family Members/Roommates

All of the guidance above described above applies to employees who have family members or roommates who fit any of the categories described above. Employees who live with someone who may have been exposed to COVID-19, traveled to an affected area, or is showing symptoms of acute respiratory illness should stay home for 14 days after the exposure, travel, or symptoms have ended. Employees should work from home and will receive regular pay for this time. If an employee cannot work from home due to the nature of their job or technological limitations, they will receive regular pay.

Part-Time Employees

All of the above applies to part-time employees. For regular pay and administrative leave purposes, the part-time employee will be paid based on hours worked/scheduled. If a part-time employee has compensatory, vacation, or sick time they are permitted to use it. If a part-time employee does not have compensatory, vacation, or sick time they will not be paid.

Discipline

No use of sick time for the purpose of this policy will be counted towards attendance monitoring for discipline purposes.

Cleaning Guidelines

- EPA List of Disinfectants <https://www.chesco.org/DocumentCenter/View/54002/EPA-List-of-Disinfectants>
- Cleaning Guidance: <https://www.chesco.org/DocumentCenter/View/54001/Cleaning-Guidance-for-Non-Healthcare>
- While Facilities staff and contractors will be cleaning common areas, employees should disinfect their own workstations and equipment on a regular basis.

Additional Reminders....

- Review your COOP plan. If you don't have one or it needs to be updated, contact Mike Murphy in Emergency Services.
- Complete your COOP Survey that was distributed on Friday to identify potential barriers to employees working from home.
- Cross-train personnel to perform essential functions so mission essential functions can continue even if key staff members are absent.
- Assess essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Anticipate employee fear, anxiety, rumors, and misinformation, and plan regular communications.
- Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school.

- Creating ways to increase distance between people in settings where people commonly come into close contact with one another. Specific priority settings include schools, workplaces, events, meetings, and other places where people gather.
- Seating individuals farther apart.
- Flexible work arrangements that include telecommuting and staggering employee work hours resulting in more space and less contact between individuals.
- Regular communications about social distancing coupled and the use of personal protective measures.

DRAFT

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**A POLICY GOVERNING ACCESS TO PERSONNEL FILES
BY MEMBERS OF THE BOARD OF SUPERVISORS, THE
TOWNSHIP MANAGER, AND THE DEPARTMENT HEAD
OF THE DEPARTMENT IN WHICH THE EMPLOYEE
WORKS.**

The Township endeavors to maintain the privacy of personnel files and their contents.

A personnel file and its contents are confidential. Access to a personnel file and its contents is restricted excepted as set forth in this policy. A personnel file may only be accessed in a manner consistent with this policy. If access is not explicitly permitted as enumerated below, then access ~~to a personnel file~~ shall be denied by the Board of Supervisors, Township Manager, or designated Human Resources (HR) Representative.

A personnel file is a Westtown Township maintained file that includes such material as the employee's application for employment, job description, wage/salary information, fringe benefits information, authorization for a deduction of withholding of pay, notices of commendation, notices of warning or discipline, records of leave and attendance, employment history with the employer including job titles and dates of changes, resume, records of training, performance appraisals/evaluations, retirements record, letters of recommendation, and other employment records. A personnel file shall not contain any records relating to the investigation of a possible criminal offense, documents which are being developed or prepared for use in civil, criminal or grievance procedures, medical records or materials which are used by the employer to plan for future medical proceedings, or information available to the employee under the Fair Credit Reporting Act. Records relating to criminal investigations, records relating to any medical condition, or information available to the employee under the Fair Credit Reporting Act shall be maintained in a separate file.

The Township Manager or designated Township HR Representative shall maintain the personnel file for each employee, and the personnel file shall be maintained in a secured locked cabinet or ~~arearoom~~. The personnel file and its contents shall not be removed from the Township Building. Original documents contained in the file shall not be removed or altered. Electronic personnel records shall be protected from unauthorized access.

Members of the Board of Supervisors ~~and the~~ Township Manager, and a designated Township HR Representative may have access to all personnel files. The Department Head of the department in which the employee works shall have access to the personnel file of only those employees in that department.

In the event a ~~member of the Board of Supervisors~~ requests access to a personnel file ~~without the full Board present, then the non-reviewing members of the other Supervisors, the Township Manager, and designated Township HR Representative~~ Board of Supervisors shall be notified promptly a minimum of two business days in advance of such ~~access request~~.

~~by the accessing Board Member or the Township Manager.~~

There are limited circumstances in which the Township will release information contained in personnel files to persons outside the Township. These circumstances include:

1. In response to a valid search warrant, subpoena, court order or order of an authorized administrative agency;
2. To an authorized governmental agency as part of any investigation of the Township's compliance with applicable law;
3. To the Township's designated agents and attorneys, when necessary;
4. In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and Township are parties;
5. In a workers' compensation proceeding;
6. To administer benefit plans;
7. To an authorized health care provider;
8. To first aid or safety personnel, when necessary; and
9. To a potential future employer or other person requesting a verification of employment.

If the Township receives a search warrant, subpoena, court order, or order of an authorized administrative agency requesting any material or document contained in, or a request permitting access to the personnel file, the Township shall notify its solicitor.