

TOWN OF KIAWAH ISLAND

UPDATED COVID 19 POLICY

April 2021

****NOTICE****

*PLEASE READ THE DISCLAIMER AND THE EMPLOYEE POLICY
CAREFULLY.*

****DISCLAIMER****

****THIS EMPLOYMENT POLICY IS NOT A CONTRACT.****

****YOUR EMPLOYMENT IS AT-WILL.****

Date

Employee Signature

COVID-19-Related Leave

Due to the continuing impact of the coronavirus (COVID-19), including for the foreseeable future, the Town has incorporated unpaid COVID-19 related leave into its leave policies and procedures (hereinafter referred to as “COVID-19 related unpaid leave”). Specifically, although the Town is no longer mandated to provide paid COVID-19-related leave, the Town has decided that it may provide unpaid leave under certain circumstances related to COVID-19 or allow an employee to use PTO for leave under such circumstances, which are outlined below. In other words, when leave is requested pursuant to any of the reasons below, the employee may use available PTO and if/when the PTO expires, the Town may consider providing unpaid leave per the Town’s other leave policies. Each leave request and/or situation is unique, and the Town reviews each request on a case-by-case basis as to this one-time leave entitlement benefit; however, the Town will apply available leave benefits under this policy in a non-discriminatory manner. Under all circumstances, the decision to grant leave is in the sole discretion of the Town.

Available COVID-19 Related Leave

Employees may be entitled to two weeks (10 days) of unpaid sick leave for one (1) of the six (6) qualifying conditions:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (4) The employee is caring for an individual who is either (1) subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or (2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (5) The employee is caring for a son or daughter (under 18 years of age) of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions;
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor;
- (7) The employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and after an exposure to COVID-19 or test or diagnosis at the Town’s request;
- (8) The employee is obtaining immunization related to COVID-19;
- (9) The employee is recovering from injury, illness, or condition related to a COVID-19 immunization.

The amount of COVID-19 unpaid leave available for an employee who normally works less than 40 hours per week is calculated by the number of hours he/she works, on average, over a two-

week period based on the number of hours the employee is normally scheduled to work. In addition, “seeking medical diagnoses” under (3) and (7) is limited to the time that an employee is unable to work because they are taking affirmative steps to obtain a medical diagnoses—i.e., making, waiting for, or attending an appointment for a test. If an employee seeking medical diagnoses is able to telework while waiting for appointment for a test or test results, the employee may not take COVID-19 related leave under this policy absent extenuating circumstances. Further, if the employee has already exhausted his/her previously available Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA), the Town reserves the right to deny the employee use of this added COVID-19 related unpaid leave benefit.

Employees are required to provide all requested documentation for any leave request(s) made for the leave benefits under the COVID-19 unpaid leave, as noted in the “General COVID-19 Guidelines” section (below). If an employee does not supply the Town with sufficient documentation for such leave requests, the Town is not required to provide the COVID-19 related unpaid leave.

General COVID-19 Guidelines that Apply to All

We are all responsible for providing a safe and healthy workplace. The Town has taken and will continue to take proactive steps to protect the Town’s offices and other buildings during this COVID-19 pandemic. The Town’s goal during any such pandemic or outbreak is to strive to operate effectively and ensure that all essential services are continuously provided and that the Town’s employees and residents are safe within the Town. All organizations have to determine how best to minimize the spread of COVID-19 in the workplace as well as in their community. To achieve this, we will follow advice and directives from the Centers of Disease Control (CDC), U.S. Department of Health and Human Services (DHHS), SC Department of Health and Environmental Control (DHEC), as well as federal, state and other government entities or agencies while they combat the coronavirus. We ask that Town employees cooperate in taking steps to reduce the transmission of the virus in the Town’s offices and buildings, as well as the community.

In order for us to successfully remain open for business, everyone individually and collectively needs to follow core recommendations and protocols and return-to-work criteria:

1. If you are sick, please stay home. Report any illness to your supervisor by text or phone. If you become sick at work, please notify your supervisor and go home immediately. Employees should be considered sick if they have symptoms of acute respiratory illness with coughing/shortness of breath, vomiting, diarrhea, new loss of taste or smell, and/or a fever of 100.4 or greater. If you have any of these or other COVID-19 related symptoms, you are asked to seek medical attention in person or virtually and get tested for COVID-19.
2. Return to Work: The Town encourages employees to follow the direction of their medical provider regarding the duration of self-isolation or quarantine. Employees with confirmed COVID-19 (positive test) will be required to provide a note or other

certification that they are clear to return to work from their medical provider. In the event the medical provider's direction is unavailable, the Town may also consider return-to-work directives per CDC guidance: (1) Employees with confirmed COVID-19 (positive test) and related symptoms may return to work 10 days since symptoms first appeared and they are free of fever, meaning a less than 100.4 using an oral thermometer, for 24 hours without the use of fever-reducing medicines and their other symptoms have improved; (2) Employees with confirmed COVID-19 but report no symptoms may return to work 10 days from date of first COVID-19 test that yielded positive results and have developed no symptoms since that time. Employees who report negative results from COVID-19 test may return to work that day upon providing confirmation of negative test results. Under all circumstances, employees should coordinate with the Town Administrator with regard to returning to work following COVID-19 related absences.

3. Employees that are well but who have a sick family member at home with COVID-19 should notify their supervisor. These employees should seek a medical exam in person or virtually as soon as possible. This rule would also apply to employees with known exposure (i.e. close contact) to anyone with COVID-19. You and your supervisor will discuss the reported exposure, timeline for testing and any medical provider or public health agency recommendations, and decisions related to quarantine and/or leave from work will be made on a case-by-case basis by the Town.
 - The CDC defines "close contact" as being within six (6) feet of someone who tested positive for COVID-19 for a total of 15 minutes or more, without face coverings. This includes direct physical contact with the person (touch, etc.), providing care at home to someone who is sick with COVID-19, sharing of eating or drinking utensils, and/or the person sneezed, coughed, or somehow got respiratory droplets on you.
4. In the event the employee is seeking leave for any of the above reasons, an application for leave needs to be provided to a supervisor in writing. The information required on the application is the following: the employee's name, the date or dates for which leave is requested, a statement of the COVID-19 related reason the employee is requesting leave and written support for such reason, and a statement that the employee is unable to work, including by means of telework, for such reason. Employees will need to provide certification or other documentation to verify the qualifying reason for the leave. This may include proof of a positive or negative COVID-19 test.
5. In the case of a leave request based on a quarantine or isolation order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or isolation, or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee. The Town may request documentation such as a copy of any quarantine or isolation order, or a written note by a health care provider.
6. In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the

child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child, a statement that special circumstances exist requiring the employee to provide care. Please also provide note or other certification from the school or childcare provider indicating closure or unavailable due to COVID-19 pandemic.

7. Some employees may have a family member at home who is being asked to complete a quarantine because the family member has been in contact with someone with COVID-19. The employee may work as long as the employee and the family member remain symptom-free and/or the family member has a negative COVID-19 test. We ask the employee to limit contact as much as possible with the family member who is completing a quarantine at home so as to avoid any potential spread of the virus. (E.g., limit physical contact, do not share eating or drinking utensils, maintain social distance as much as practicable). The employee shall report any symptoms to their supervisor.
8. Please practice social distancing of at least six (6) feet distance (about 2 arms lengths) to the greatest extent possible while you are in the Town office building or other buildings.
9. Wash hands frequently (at least 20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol). Hand sanitizers and soap are provided in many locations around the Town's office building. Key times to wash or sanitize hands include before and after work shifts, before and after work breaks, after using the restroom, after blowing nose or coughing or sneezing, before eating or preparing food, after handling face coverings. Avoid touching eyes, nose, and mouth with unwashed hands.
10. Clean and disinfect frequently touched objects (e.g., keyboards, phones) and surfaces (e.g., handrails, workstations, sinks). Use foot pedals to elevate trash can lids whenever available. For trash cans without foot pedals that need a lid for containment, use a paper towel to lift the lid and wash hands after use.
11. Wear a face covering when in public/shared spaces of the Town's office building. This mask should fit closely around the mouth and nose and cover them completely. The mask should ideally include a moldable nose band, fail to gap at the sides and stay in place without slipping and without requiring frequent adjustment. An employee alone in his/her own office or other workspace in which others are more than six (6) feet apart is not required to wear a mask while working.
12. Cover mouth and nose with a tissue when you cough or sneeze and throw used tissues away immediately after use. Wash hands thoroughly immediately after.
13. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use. Do not remove masks while using a phone in public/shared spaces.

Taking the above-outlined preventive measures (e.g., social distancing (when possible), frequent handwashing, etc.) both at work and outside of work will allow us all to continue to work and allow the Town to operate, while combatting the spread of the virus. These precautions are especially critical during the current climate, when many businesses have reopened, and social events or gatherings may be scheduled. This takes into account the fact that infection may be occurring outside of the Town's environment.

The Town's COVID-19 related unpaid leave policy and other related policies, procedures, and protocols are based on current information at the time of writing from the CDC, DHEC, and other government agencies. The Town reserves the right to revise, modify, and/or otherwise amend or revoke this added leave benefit policy at any time, including based on updated information and/or guidance from the CDC, DHEC and other government agencies. The Town will check the CDC and DHEC websites periodically for any updated interim guidance.

Again, our main concern is the safety and health of our employees, as well as our residents. We are aware that this continues to be a stressful time for everyone, and we appreciate your patience and cooperation during this unprecedented time. We know that each employee has unique personal challenges. Please understand that frivolous absences, excessive complaining, and negativity place an undue burden on coworkers, and may result in disciplinary action up to and including termination, at the sole discretion of the Town.