

CITY OF COTTONWOOD

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TEMPORARY POLICY 2020_0316 RESPONSE TO COVID-19 PANDEMIC

The City of Cottonwood values the health and safety of its employees and members of the community. In response to the COVID-19 pandemic, the City's administration and emergency management team has prepared the following temporary policies to be implemented effective immediately unless stated otherwise:

EMPLOYEE TRAVEL

- All employee business-related travel is prohibited, including local travel. Employees should contact the City Administrator if they have questions about traveling for business purposes.
- Non-critical internal meetings shall be cancelled or hosted virtually.
- Employees who are planning to travel for personal reasons or have recently returned from a trip should notify their supervisor immediately.
- All employees that have traveled outside of the United States, to hotspot cities with multiple cases, to California, to New York, or to Washington since March 1st shall, upon return, self-quarantine for a total of 14 days away from co-workers and all public facilities.

EMPLOYEE OR HOUSEHOLD ILLNESS

- Employees who appear to have respiratory or flu-like symptoms (i.e. fever, shortness of breath, cough), upon arrival to work or become ill throughout the day, shall be sent home immediately.
- If an employee or a person in the employee's household or under the care of an employee is sick, the employee should stay home until the employee's household is symptom free for a minimum of 24 hours. If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.
- If an employee or a person in the employee's household or under the care of an employee test positive for COVID-19, the employee shall self-quarantine for a total of 14 days to help mitigate the threat of spreading the virus.

EXPOSURE IN THE WORKPLACE

- If an employee or someone an employee has encountered tests positive for COVID-19, they should notify the City Administrator immediately.
- **If the City learns of a possible exposure to COVID_19 at work, all affected employees will be notified. The privacy of the employees will be protected in accordance with the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act.**

FLEXIBLE WORK ARRANGEMENTS – EFFECTIVE MARCH 18, 2020

- All employees will continue to be paid at their normal rate of pay.
- Employees who are set up to work remotely shall make preparation to do so.
 - Employees who work remotely should continue to work their normal hours unless they have made other arrangements with their supervisor.
 - Employees who are unsure whether they can work remotely or not, should contact their supervisor.
- Employees who cannot work remotely should be available to work during their regular hours but should not report to work unless instructed to do so by their supervisor. All employees will continue to be paid their normal rate of pay.
- All non-regular employees will be paid for all of the hours for which they have been scheduled to work but do not need to report for work.
- Employees may be called in to work as situations change or evolve.
 - This means that all employees should be reachable and available to work during regular work hours. If an employee has a pre-approved vacation the employee must use PTO/Vacation for that time, unless the vacation is cancelled. Employees should notify their supervisor if they intend to cancel their vacation.
- The City encourages all staff to practice good hygiene and use City-provided cleaning wipes to wipe down door handles, desks, and other materials.

SUPERVISOR RESPONSIBILITIES

- Supervisors shall be responsible for the following:
 - Ongoing and regular communications with employees including the Administration and Emergency Management.
 - Fill out and approve timecards.
 - Take forwarded phone calls from each department's phone and telemetry systems.

Supervisors, please ensure you have the primary phone number for each of your employees, your direct supervisor, and the Administrator.

IMPORTANT CONTACTS TO NOTE:

Randy Fenger, Public Works Supervisor – 507.829.7861
Corey Moseng, Mayor – 507.993.9697
Teather Bliss, Administrator – 507.828.1406
Dane Meyer, Ambulance Director – 507.829.5054
Dale Louwagie, Fire Chief & Emergency Management Coordinator – 507.829.1220
Eric Wallen, Lyon County Sheriff – 507.537.7666
Dan DeSmet, Lyon County Emergency Manager – 507.828.6910

