

Town of Windham

Pandemic Virus Policy

I. Policy

It is the policy of the Town to provide a safe and healthy environment for all employees. The threat of seasonal flu virus and other viruses coupled with the potential for a large-scale outbreak of a pandemic virus has prompted the Town to outline a policy for all employees.

II. Governance

This policy is based on information obtained from Maine Center for Disease Control (CDC) and the Federal Center for Disease Control.

III. Definition

A pandemic flu like virus is an influenza-based infection, which means it targets the lungs. Symptoms include, but are not limited to cough, sore throat, fever, chills, body aches, shortness of breath and occasionally nausea and vomiting. A cough or sore throat, combined with a fever (temperature above 101 F), is considered by CDC to be *Influenza-like Illness*, hereafter referred to as an ILI.

IV. Application

This policy applies to all employees of the Town.

In the case of a pandemic flu-like outbreak in our community and/or the Southern Maine area, Department Heads will be responsible for monitoring the health and vacancy rates caused by the spread of the virus. The goal is to continue to provide a high level of service to Windham citizens. However, the Town may be forced to look at alternative staffing levels and/or an adjustment to work schedules if vacancy rates escalate. In addition, Department Heads may consider reassignments and covering vacancies with other capable employees. Any decision to close places of gathering will be based on guidance from the Maine CDC.

V. Employee Responsibility

If you experience an ILI, you must stay home from work until **24 hours** after your fever has subsided. This means no fever without the use of medications such as Motrin or Tylenol.

VI. Supervisor Responsibility

Supervisors must be vigilant and watch for employees who appear sick. If you suspect an employee has an ILI, the best way to verify this is to ask the employee whether they are running a fever. If the employee believes he/she has a fever, they should be sent home and should receive medical clearance prior to returning to work.

VII. Travel

In the event of a Pandemic Virus outbreak in the community and/or the Southern Maine area, Town business travel would be suspended pending review by the Town Manager and the Director of Human Resources.

Personal travel outside of the state of Maine, or travel outside of CDC approved exempt states, will require a negative test before returning to the workplace. Employees will be required to use sick and/or vacation time while awaiting the test and results. An employee's time away from work can be reduced by scheduling a rapid test in advance of personal travel. Please see Human Resources for a list of these test sites.

VIII. Employer Responsibility

The Town will make available hand sanitizer, disinfecting wipes and tissues for all employees.

IX. Universal Precautions

The best methods to avoid the flu or a flu-like virus include:

- Washing hands with soap and water for at least 20 seconds, and if soap and water are not available, using an alcohol-based hand sanitizer with 70% alcohol;
- Avoiding touching eyes, nose, and mouth with unwashed hands;
- Avoiding close contact with people who are sick; including shaking hands;
- Staying home when sick;
- Taking care of yourself – eat well and get rest;
- Covering coughs or sneezes with tissues, then throwing the tissues in the trash; and
- Cleaning and disinfecting frequently touched objects (computers, telephones, door handles, etc.) and surfaces in accordance with directions provided for “disinfecting” objects or surfaces.
- Wearing personal protective equipment, such as 2-layer cloth facemasks.

APPROVED: _____



Date: _____

3/15/2022

Barry A. Tibbetts
Town Manager

March 5, 2020 (Approved)
October 27, 2020 (Revised)
October 29, 2020 (Revised)
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