



MAY 5, 2020

# RETURN-TO- WORK PLAN

Town of Plainfield's  
COVID-19 Response



# BACKGROUND

On April 16, 2020, the White House issued “Opening up America Again,” a federal guideline for reopening the United States economy after an extended closure due to the COVID-19 global pandemic. Similarly, the Governor of Indiana issued a “Back on Track Indiana Plan” outlining the state's approach to opening back up. This plan, therefore, is the Town of Plainfield “Return to Work Plan,” which outlines our approach to opening Town-owned facilities and operations following the guidelines from both the federal and state plans.

This memorandum outlines actions that the Town has taken in preparation for employees to return to in-person workplace operations where appropriate. These directives are subject to immediate changes at the sole discretion of the Town of Plainfield management as conditions change, including new guidance from federal, state or other local officials.

Guidance developed in this document has been in consultation with Town legal and insurance partners and is based on guidance from the OSHA publication, “Guidance on Preparing Workplaces for COVID-19” <https://www.osha.gov/Publications/OSHA3990.pdf>

In addition to this document, several departments have additional measures beyond these guidelines in place due to the high exposure risk associated with specific department operations; especially in public safety and utility operations. These department directives will all be in addition to the measures described herein.

# COVID-19 EMPLOYEE SYMPTOMS REVIEW AND RESPONSE

## MANDATORY FOR ALL EMPLOYEES DAILY PRIOR TO COMING TO WORK:

- 1 All employees are required to monitor your own health conditions. It is mandatory for employees to perform a self-check of any symptoms of any illness. This includes but is not limited to symptoms such as fever, cough, shortness of breath etc. (**If you experience any signs of illness, stay home and immediately call your supervisor.**)
- 2 If you have symptoms associated with COVID-19, you should also call your doctor immediately and/or the **HRH Hotline**.
- 3 If you have been in close contact with others while off from work (at home or in the community) and they have symptoms of COVID-19, immediately call your supervisor as you may be subject to self-quarantine.
- 4 High Risk employees will be encouraged to remain at home and work remotely, if possible. High Risk employees are employees 60 years of age or older and/or those with pre-existing health conditions. High risk employees may be granted additional COVID-19 PTO beyond return to work schedules for a period to be determined by town management.

5

All employees will be required to perform daily body temperature checks **before** coming to work. Employees who do not have a thermometer will be provided one to take home. Employees are expected to take their temperature and ensure they are within their normal range. Once employees arrive to work, you will be required to acknowledge you took your temperature and it was less than 100 Degrees Fahrenheit. If you have a temperature more than 100 Degrees Fahrenheit, stay home and contact your supervisor. (PFT and HCCC employees will also have on-site temperature checks).

**FOR ALL EMPLOYEES WHILE AT WORK:**

1

If you are at work and start to experience any symptoms of illness of any kind, you are required to immediately leave work and go home (provided you are not leaving unsafe conditions due to the nature of your work); you are also required to contact your supervisor as soon as possible. (If you feel as though you need immediate medical attention and/or cannot drive yourself, EMS can be called).

2

If you feel you have potentially been exposed to COVID-19 due to the nature of your work, contact your supervisor immediately. Any potential or known exposure will be reviewed for your safety and the safety of your co-workers. Human Resources will determine if you are subject to CDC quarantine guidelines that may include:

- a. Without symptoms; depending on the exposure review, at the very least will be documented. It could also include a self-quarantine for at least (7) days with the final (3) days with zero symptoms and/or in accordance with CDC guidelines.
- b. If you have symptoms of COVID-19, you will be required to self-quarantine for at least (14) days and the last (3) days with zero symptoms, unless you have a negative test result, then you might return after (7) days; with the final three days with zero symptoms and/or in accordance with CDC guidelines.

- c. Any potential workplace exposure will be documented with Worker's Compensation Insurance, and internal contact tracing will be reviewed in accordance with CDC guidelines.

## INFECTION AND PREVENTION MEASURES, FOR ALL EMPLOYEES

OSHA has created an occupational risk pyramid for COVID-19. The level of risk depends on the work duties associated with each job. For example, "Very High Risk" exposure job duties would be associated with EMS personnel in PFT. Most other roles in the Town of Plainfield are either "Lower Risk (Caution)" or a "Medium" risk due to regular interactions with other co-workers and/or the public.

The guidance risk pyramid assists employers as we assess workplace policies, practices and procedures. Generally, since many Town employees have contact with the general public on a regular basis, we have based our work place alternations on "Medium" exposure risk in order to exceed minimum guidance standards.

*PFT and PPD, which have high risk potential conditions have additional precautions in place. Controls have been implemented based on this risk assessment for infection and prevention measures. All employees are expected to implement the following:*

## **HAND HYGIENE**

- Frequent and thorough hand hygiene and washing is required by all employees
- All Town facilities are equipped with hand soap and or hand sanitizer for employees.
- All employees are required to wash their hands immediately upon arriving at any Town facility.
- The touching of surfaces, outside of individual work spaces will be limited and discouraged as much as possible. Please immediately use hand sanitizer or wash your hands after touching door handles, light switches, time clocks, copy machines and any other high contact surfaces.
- Employees must limit the sharing of desks, phones, tools and/or work spaces wherever possible.

## **RESPIRATORY ETIQUETTE (CLOTH MASKS)**

- All Town employees are required to wear a mask while in Town facilities and on the grounds of some properties including wastewater plant grounds. Wearing of masks assists with covering of coughs and sneezes and limits touching of the face. Please don't pull the mask down on your neck and limit touching the mask when taking on and off. (Wash hands after removing your mask and put your mask in your daily laundry after use).
- Masks are also required outside when in close contact with others.
- Cloth masks are provided for employees; however, employees may wear their own face coverings.
- All employees are required to practice social distancing of at least six feet between yourself and any other person for all workplace interactions.

## **WORKPLACE HOUSEKEEPING PRACTICES**

- Surfaces that have high contact potential should be immediately disinfected after each use. (I.E. time clocks, copy machines etc.)

- Employees will be required to routinely disinfect workplace surfaces you have come in contact with including cleaning desks, chairs, computer keyboards and other work tools daily before leaving at the end of the work day. (This is in addition, to the regular schedule of daily cleaning).

## INFECTION AND PREVENTION MEASURES, PHYSICAL CONTROLS

Several infection and prevention control measures have been implemented that have changed some of the physical conditions for the workplace.

**1** Employee workspaces have been separated by a minimum of six feet and all required workplace signage has been posted for additional guidance. In some cases, employee workspaces or offices have been relocated to ensure social distance requirements.

**2** Fortunately, in several locations, security measures are already in place that includes glass barriers to limit contact. In workspaces where it has been deemed necessary, physical barriers have been installed including clear plastic/glass temporary walls and/or sneeze guards for added protection.

**3** Workflow or employee walking traffic patterns have been developed to create one-way hallways or staggered enter/exit procedures and/or floor clings installed to separate any potential line queuing as appropriate. (Both for employee lines at timeclocks and/or customer service counters).

- 4 Room capacity limitations have been implemented. Offices, breakrooms, restrooms and locker rooms or other rooms may only have one or two employees in the room at the same time depending on the square footage of the space. This also includes limiting elevator use to one person at a time. (Overall capacity considerations have also been reviewed to limit the total number of people in any space at one time based on the square footage of the space). Employees are encouraged to take meal breaks at their work station.
- 5 An "Employee Clean & Clear Desk" policy will now be enforced, whereas employee desks should be clear of all papers in order to be disinfected after each work day.
- 6 Where possible, motion detected light switches are installed and interior doors (non-security doors) are propped open to limit touching of similar surfaces as much as possible.
- 7 Where possible, we will limit contacts during customer transactions (i.e. encourage use of credit cards with terminals that limit contact, accept deliveries in one place at a drop off location that limits touching etc.)

## **INFECTION AND PREVENTION MEASURES, ADMINISTRATIVE CONTROLS**

- 1 Employees will be encouraged, and in some cases, required to work remotely when such conditions provide for job duties to be completed effectively. Employee on-call policy of responding within (1) hour will be enforced.

- 2 In accordance with the Family's First Coronavirus Response Act, employee SICK Bank and PTO policies have been reviewed to allow for maximum flexibility for COVID-19 related requested leave.
- 3 For job duties that require on-site presence, employee schedules may be staggered or altered for weekday or weekend schedules where appropriate, to minimize the number of people on site at one time and to limit overall contact.
- 4 As needed, a reduction of scheduled public service window hours has been posted (i.e. utility billing window, police records, court etc.)
- 5 In person meetings must be avoided, if at all possible. Virtual meetings are preferred. No more than (5) people are allowed to be present for an in-person meeting (all must be wearing masks) and meetings can only take place in designated locations to limit visitors in workspaces. Otherwise, unless specifically approved by management, no visitors.
- 6 Town employees are not permitted to travel to outside meetings unless specifically approved by Town management.

# WORKING FROM HOME TIPS

1

**Stick to a Schedule** - Create a morning routine. Consider beginning and ending work at the same time each day, the way you would if you were at the office. You can even log your day and daily tasks. Employees should track their hours worked, log-in and log-out process.

2

**Give Yourself Space** - A dedicated workspace (ideally one you can close the door) is a solid way to keep work and life separate. Be sure to schedule breaks. Try to limit distractions.

3

**Look the Part** - Get dressed for the day as you would if coming into the office.

4

**Build boundaries** - Limit your work to business hours only.

5

**Become Proficient with Email** -Keep all emails documented, and make sure that you take the time to read and answer all of your business emails.

6

**Socialize With Colleagues** - Send managers or supervisors your end of week report. Set up a video call with colleagues or manager once a week to check in.

7

**Take Sick Days** - When you're not well, take the sick time you need. Keep in mind that sometimes it's best to rest and get better so that you can be your most productive self in the long term.

8

**Get Fresh Air**- Open windows to let in as much natural daylight and fresh air as possible, and take walks if possible.

9

**Look for Training Opportunities** - Check out online webinars being provided to further your knowledge in your department. Even list future goals for your department, ideas you may have and present to manager.

10

**Don't Hesitate to Ask for What You Need** - Be sure to ask for what you need within reason.

# TOP EMPLOYEE RETURN TO WORK TIMETABLE

## **LEADING UP TO AND BEFORE MAY 11:**

Limited return of employees as specifically identified, with minimum duties in order to prepare work places for additional operations to resume. All other non-essential employees remain on COVID-19 PTO.

## **MONDAY, MAY 11: Partial Return of Employees with Modified Schedules**

Limited in-office operations will include Town Court, Police Records and Utility Billing along with some additional DPW and Parks employees. Such operations will have zero public hours until May 13th, when they will operate by appointment-only thereafter. Employees will work rotating and staggered shifts. Many employees will continue to work remotely to limit in office hours. High Risk employees will remain on COVID-19 PTO.

## **MONDAY, MAY 18: Return of most Town employees with Modified Schedules**

Operations will include full-time and limited part-time parks (working towards a future opening of REC center), development services, accounting employees, office employees in DPW and other operations throughout the Town. Employees will continue to work rotating and staggered shifts. Many employees will continue to work remotely to limit in office hours. High Risk employees will remain on COVID-19 PTO. Essential employee COVID-OT will be discontinued.

## **MONDAY, JUNE 1: High Risk Employees will return with limited hours and staggered shifts**

Employees will continue with new schedules and will have COVID-19 PTO to cover hours worked that are less than a typical workweek.

**MONDAY, JUNE 8: "New Normal Operations"**

All employees will work (new normal) shifts that include staggered shifts, alternating scheduled days and working remotely. All employees will be expected to work regular work weeks. Parks part-time staff, associated with sports fields, will be scheduled to prepare fields prior to June 14th. Employees that continue to need leave will transfer to FMLA guidelines and use personal leave for any COVID-19 leave requests as COVID-PTO will be discontinued.

**MONDAY, JUNE 22: All Town Employees will Work Regular Hours**

Although all Town employees will continue remote work, where possible, all public facilities will resume normal hours of operations and services. All parks full- and part-time will be scheduled to prepare for the opening of Splash Island on Saturday, July 4th.

# TOWN OF PLAINFIELD FACILITIES TIMELINE

 **BACK ON TRACK INDIANA:** *What's this mean for the Town of Plainfield?*



<i>THIS TIMELINE IS SUBJECT TO CHANGE.</i>	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
When?	March 23	May 4	May 24	June 14	July 4
FACIAL COVERINGS	Recommended	Recommended	Recommended	Optional	Optional
SOCIAL DISTANCING	Maintain 6 feet distance	65 & older, maintain 6 feet distance			
SOCIAL GATHERINGS	10 people or less	25 people or less	100 people or less	250 people or less	250 people or more
TOWN OFFICES	✗	✗	🕒	✓	✓
PARKS & TRAILS	✓	✓	✓	✓	✓
CARLUCCI FITNESS CENTER	✗	✗	🏋️	✓	✓
INDOOR SPLASH ISLAND AQUATIC CENTER	✗	✗	✗	🏊	✓
OUTDOOR SPLASH ISLAND WATERPARK	✗	✗	✗	✗	✓
SPORTS LEAGUES FACILITIES & FIELDS	✗	✗	✗	✓	✓
PLAYGROUNDS AND OUTDOOR COURTS	✗	✗	🌑	✓	✓

- ✗ Closed
- ✓ Open
- 🕒 Open, by appointment only
- 🏋️ Members only, fitness only, no classes
- 🏊 Lap swimming only
- 🌑 Open with no group play

\*The Town of Plainfield has not imposed restrictions for private businesses. Please refer to Governor Eric Holcomb's Executive Order for additional information.



# WORKSPACE IMPROVEMENTS



(Pictured top-left): Floor clings have been installed in public-facing areas of Town facilities to encourage 6-foot distance between patrons.

(Pictured top-right and bottom-left): Plexi-glass has been installed between workspaces throughout the Town to keep workspaces open yet safe from the spread of COVID-19.



(Pictured): An example of the new "Clean Desk Policy," which will allow for disinfecting of all surfaces at the end of each work day.

## **ADDITIONAL RESOURCES**

### **TOWN OF PLAINFIELD COVID-19 RESOURCES**

<https://www.townofplainfield.com/1512/COVID-19-Resources>

### **OSHA**

<https://www.osha.gov/Publications/OSHA3990.pdf>

### **CDC**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

### **INDIANA DOL**

<https://www.in.gov/dol/3142.html>

**PLEASE DIRECT ALL QUESTIONS TO YOUR SUPERVISOR  
FIRST AND HUMAN RESOURCES FOR ADDITIONAL  
INFORMATION.**

This Return to Work Plan is subject to change.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)

