

# CIVIL TOWN OF MONON INFECTIOUS DISEASE OUTBREAK RESPONSE PLAN

March 18, 2020

During an infectious disease outbreak, the Town of Monon will be ready to implement strategies to protect its workforce from disease while ensuring continuity of operations. All sick employees will be asked to stay home and away from the workplace, respiratory etiquette and hand hygiene will be encouraged, and routine cleaning and disinfecting of commonly touched surfaces will be performed regularly.

1. Possible work-related exposure and health risks to employees.  
**Town laborers are generally at Lower Exposure Risk (Caution) according to OSHA's Occupational Risk Pyramid since jobs do not require contact with people known to be, or suspected of being, infected with a communicable disease. Office staff and law enforcement are generally at Medium Exposure Risk since jobs require frequent and/or close contact with (i.e., within six feet of) people who MAY be infected with a communicable disease. Workers in this category may have contact with the general public (e.g., utility office).**
2. Town policies consistent with existing state and federal workplace laws.  
**§33.064 – PTO Days; 33.065 – Non-Paid Leave of Absence.**
  - a. **\*Our (2) school crossing guards will be paid their \$18.00 per day until further notice. \*\*They will not be paid during break times or vacation periods.**
  - b. **All full-time employees may elect to take no pay for days off to save up their PTO and vacation days.**
3. Social distancing strategies.  
**Work hours will be staggered to minimize employee-to-employee exposure. Employees will remain in their primary work location as much as possible.**
4. Essential business functions, essential jobs or roles, and critical elements within Town's supply chain required to maintain business operations.  
**The Town water and sewer plants, Park and utility office will keep an adequate inventory of supplies on site to sustain operations for several weeks.**
5. Set up authorities, triggers and procedures for activating and terminating the Town's Infectious Disease Outbreak Response Plan.  
**The Town Council and Clerk-Treasurer will activate and terminate the Infectious Disease Outbreak Response Plan based on recommendations from state, federal and local health organizations. All employees will be notified by phone, text and/or e-mail.**
6. Plan to minimize exposure between employees and between employees and the public if health officials call for social distancing.  
**If necessary, the Town Hall Utility Office will close to walk-in customers. Payments will be received via mail, phone, on-line (credit cards), and drop box. The**

**Superintendent and laborers will limit contact with salespeople and the general public.**

7. Establish a process to communicate information to employees on the Town's Infectious Disease Outbreak Response Plan and disease updates.  
**Employees will be continually updated by phone and/or e-mail regarding the status of the Town's Infectious Disease Outbreak Response Plan and current information about the disease outbreak.**
8. Determine how the Town 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.  
**Town employees are cross-trained in many essential areas – utility office, water and sewer plants – and can perform duties in the absence of other employees.**
9. Learn about county's and surrounding community's response plans.  
**The Town Council and Clerk-Treasurer will be in communication with state, federal and local agencies to review response plans and share information.**
10. Consider cancelling non-essential business travel.  
**No off-site training programs will be scheduled if travel restrictions are mandated by federal, state or local health officials.**
11. Engage state and local health departments to confirm channels of communication and methods for dissemination of local outbreak information.  
**The Town Council and Clerk-Treasurer will closely follow announcements and updates from our federal, state and local health officials, and will disseminate information to our residents through our Town website and printed information which will be available at the Town Hall. Town employees will receive information via phone, text and/or e-mail.**
12. Personnel protective equipment (PPE) being worn.  
**All employees may wear whatever PPE that they or their supervisors deem necessary for any situation.**
13. Utility payments to the town, penalties and shut offs.  
**The town will suspend all penalties and shut offs of late or unpaid utility bills until further notice.**

Rosemary Cooley 3-18-2020 Monon Town Council President

Emily L. Bunn 3/18/2020 Monon Clerk - Treasurer

