

## RESOLUTION NO. 6-2020

### A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY PROVIDING STAY AT HOME PAY AND OTHER PROCEDURES DURING A DECLARED PUBLIC HEALTH EMERGENCY

**WHEREAS**, the novel coronavirus COVID-19 (“COVID-19”) is a respiratory virus which is transmitted from human to human and can result in serious illness or death;

**WHEREAS**, on **January 31, 2020**, the Secretary of Health and Human Services for the United States declared a public health emergency in response to COVID-19;

**WHEREAS**, on **March 6, 2020**, Governor Eric Holcomb issued Executive Order 20-02 pursuant to Indiana Code § 10-14-3-1, which declared a public health emergency because of the COVID-19 pandemic. The Governor’s public health emergency declaration has been extended on several occasions and most recently extended by Executive Order 20-47 to be effective through **December 1, 2020**;

**WHEREAS**, the Center for Disease Control and Porter County Health Department Officer, Dr. Maria Stamp has provided guidance as to how best reduce the spread of COVID-19. Recommendations include staying at home if you feel ill or if you have been exposed to a person that has tested positive for COVID-19.

**THEREFORE, consistent with these health recommendations and for the protection of both City employees and the public, BE IT RESOLVED** by the Board of Public Works and Safety as follows:

1. That due to the risk of community spread of COVID-19 and the essential nature of City employees and the services they provide to the community, City employees are required to quarantine at home upon direction of their Department Head and/or City Administrator due to exposure to COVID-19 until such time as the employee has completed the recommended quarantine period as per Indiana State Department of Health and Centers for Disease Control and Prevention guidelines<sup>1</sup>. Such employee will NOT be required to use his/her accumulated PTO during this required quarantine but will be provided Stay At Home Pay equal to their regular hourly wage, not to exceed eight (8) hours per day, for a maximum of ten (10) days per employee. If some or all of the employee’s job functions can be performed remotely, the employee shall, if able, perform those job functions remotely during his/her regularly scheduled non-overtime work hours. Department heads will provide individual employees with any directives pertaining to remote work.

2. Following the completion of the quarantine and prior to returning to work, the employee will be required to provide the City Human Resource Director proof of a negative COVID-19 test result. If COVID-19 test result delays cause the quarantine period to extend beyond its approved term, the testing requirement may be waived by approval of the City Administrator.

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<sup>1</sup> Indiana State Department of Health, “COVID-19: When to **quarantine**. Stop the spread. Keep your family safe.” Centers for Disease Control and Prevention, “Suspected or Confirmed Cases of COVID-19 in the Workplace”

3. If the Family Medical Leave Act (FMLA) applies to the employee's absence, FMLA will run concurrently with any leave under this temporary paid leave policy.

4. Any false reporting of possible exposure in order to seek full pay during a leave of absence will result in discipline, up to and including termination.

5. Any provision of the City's Employee Handbook in conflict with the provisions of this Resolution will be deemed superseded by this Resolution.

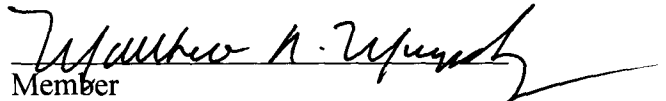
6. The City's Human Resource Director, in coordination with the City Administrator, Clerk-Treasurer and City Department Heads, is identified to oversee the implementation of this Resolution and track its implementation.

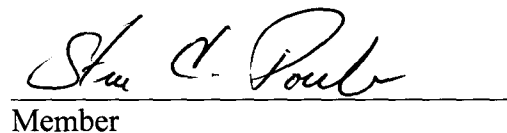
7. This Resolution will remain in effect until such time as Governor Holcomb's public health emergency declaration expires or further action of this Board, whichever is sooner.

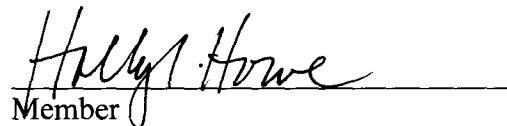
**THEREFORE, BE IT RESOLVED** by the Board of Public Works and Safety that this Resolution shall be retroactive to the 6<sup>th</sup> day of March, 2020.

Adopted this 13<sup>th</sup> day of November, 2020.

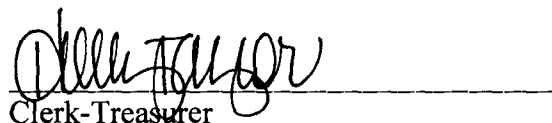
VALPARAISO BOARD OF PUBLIC  
WORKS AND SAFETY

  
Member

  
Member

  
Member

Attest:

  
Clerk-Treasurer