| **City of San Augustine COVID-19 Plan** |
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1. **Purpose and Scope**

**The City of San Augustine** is committed to providing a safe and healthy workplace for all our employees. **The City of San Augustine** has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19.

**The City of San Augustine** has multiple workplaces that are substantially similar, and therefore has developed a single COVID-19 plan for the substantially similar workplaces, listed below.

**Workplaces for the City of San Augustine, San Augustine, Texas:**

1. City Hall and all buildings located at 301 South Harrison Street; San Augustine, Texas
2. Police Department;
3. San Augustine Public Library
4. Main Street Office located in San Augustine Courthouse
5. Public Works Facilities (Public Works Meeting Area: Water Treatment Plant; and Wastewater Treatment Plant)
6. **Roles and Responsibilities**

**City of San Augustine’s** goal is to prevent the transmission of COVID-19 in the workplace(s). Employees are all responsible for supporting, and complying with this COVID-19 plan.

1. **Hazard Assessment and Worker Protections**

**City of San Augustine** is not requiring the wearing of face mask or any other personal protective equipment of fully vaccinated nor unvaccinated employees, but acknowledges the necessity of being cautions. Physical distancing, and/or personal protective equipment is at the discretion of each employee. However, this can be changed by the City Manager should the City of San Augustine experience a high breakout of positive cases within the city employees or if cases become extremely high within the City or County of San Augustine, at that time facemask and/or other personal protective equipment will be required.

*If face mask are made a requirement the following would be exceptions to* ***the City of San Augustine’s*** *requirements:*

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.
3. When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (42 USC 12101 et seq.), or due to religious belief. Exceptions will be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined with the Americans with Disability Act (42 USC 12101 et seq.), including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the Americans with Disability Act and other applicable laws. When an exception applies, the City of San Augustine will require that any such employee wears a face shield, if their condition or disability permits it. The City of San Augustine will put in place reasonable accommodations for the employee with religious beliefs consistent with Title VII of the Civil Rights Act while protecting our other employees that may not share those same beliefs.
4. When the City of San Augustine has demonstrated that the use of a face mask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). When this is the case, the City of San Augustine will ensure that each employee wears an alternative, such as a face shield, if the conditions permit. Any employee not wearing a facemask must remain at least 6 feet away from all other people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard.

***Cleaning and Disinfection***

City of San Augustine requires that each City vehicle and facility keep hand sanitizer and disinfectant cleaner and spray in place for cleaning, disinfection, and hand hygiene, as part of a multi-layered infection control approach.

***Health Screening and Medical Management***

**Employee Notification to Employer of COVID-19 Illness or Symptoms**

**City of San Augustine** will require employees to promptly notify their supervisor or City Manager when they have tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever (≥100.4° F) and new unexplained cough associated with shortness of breath.

Employees are asked to text or call when notifying their supervisor or City Manager if they are sick or experiencing symptoms.

**Employee COVID-19 Sick Time**

* **Full-Time Employees**
	+ The full-time employee will be able to use sick time while out on leave and should they not have sick time then vacation time can be used. Should both sick leave and vacation leave be exhausted then each case will be looked at on a case-by-case basis by the City Manager.
	+ If an employee is isolating or quarantining because of a member of their household or other circumstances the same paid leave is available.
	+ The only full-time employees that are not required to use sick or vacation time are first responders, if they contract COVID-19 in the line of duty.
* **Part-Time Employees**
	+ At this time no paid sick or vacation time is supplied for part-time employees,
	+ If an employee is isolating or quarantining because of a member of their household or other circumstances the same paid leave is available.

**Employer Notification to Employees of COVID-19 Exposure in the Workplace**

**The City of San Augustine** will notify employees if they have been exposed to a person with COVID-19 at their workplace, as described below.

When **the City of San Augustine** is notified that a person who has been in the workplace (including employees, vendors, contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, the City of San Augustine will, within 24 hours:

* Notify each employee who has been in close contact with the person with COVID-19 in the workplace during the potential transmission period. The notification must state the fact that the employee was in close contact with someone with COVID-19 along with the date(s) the contact occurred.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

*Note: Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during the person’s potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.*

Employees will be notified in person, email, text and or voicemail.

**Medical Removal from the Workplace**

**City of San Augustine** will remove employees immediately from the workplace in certain circumstances when the following minimum reasons occur:

* The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
* The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19; or
* The employee is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

For employees removed because they are COVID-19 positive, the **City of San Augustine** will keep them removed until they meet the return-to-work criteria. For employees removed because they have been told by a licensed healthcare provider that they are suspected to have COVID-19, or are experiencing symptoms as discussed above, the City of San Augustine will keep them removed for at least five days and can provide a negative COVID 19 test from a licensed healthcare provider or if they wait the recommended number of days for testing and a negative COVID 19 test is provided from a licensed healthcare provider.

If the **City of San Augustine** notifies an employee that they were in close contact with a person in the workplace (including employees, vendors, contractors, customers, delivery people and other visitors, or other non-employees) who is COVID-19 positive, they will be immediately required to wear a facemask or face shield and to be tested.

Any time an employee must be removed from the workplace, the City of San Augustine may require the employee to work remotely if possible or in isolation if suitable work is available. When allowing an employee to work remotely or in insolation**, the City of San Augustine** will continue to pay that employee the same regular pay for hours worked and benefits the employee would have received had the employee not been absent.

**Return to Work Criteria**

**The City of San Augustine** will only allow employees who have been removed from the workplace to return to work when a negative test result for COVID 19 can be presented from a licensed healthcare provider;

Asymptomatic and symptomatic employees that were removed from the workplace or gave notification of being COVID-19 positive may return to work as normal **only** after all the following are true:

* At least 10 days have passed since symptoms first appeared, and
* At least 24 hours have passed with no fever without fever-reducing medication, and
* Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation), and
* A negative test result can be presented from a licensed healthcare provider

***Vaccination***

**The City of San Augustine** encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach.

1. **Monitoring Effectiveness**

**The City of San Augustine** will work collaboratively with employees to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

**The City of San Augustine** will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

**The City Manager on behalf of the City of San Augustine** may make changes immediately as deemed necessary should numerous employees become diagnosed with COVID-19 and or numerous cases are determined in the City and or the County of San Augustine.

1. **Issue Date and Plan Availability**

**The City of San Augustine** has prepared and issued this COVID-19 plan on **January 18, 2022.**

This COVID-19 plan is available:

| * Via hard copy at City Hall; 301 South Harrison Street; San Augustine, TX 75972
 | * Posted on the City of San Augustine website at www.cityofsanaugustinetx.gov
 | * Available by request by contacting the City Secretary.
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