

City of Jackson
Mayor Scott Conger

EXECUTIVE ORDER OF THE MAYOR
DECLARATION OF STATE OF EMERGENCY
No. 2020-01

WHEREAS, the City of Jackson has a responsibility to take all possible actions to ensure the health and safety of our staff and our citizens in the event of infectious disease pandemics; and

WHEREAS, on March 11, 2020 the World Health Organization declared the novel coronavirus (COVID-19) outbreak was a pandemic and on March 12, 2020, Tennessee Governor Bill Lee declared a State of Emergency to deploy additional resources to combat the spread of the virus, and on March 13, 2020, President Donald Trump declared a National Emergency over the coronavirus pandemic; and

WHEREAS, empirical evidence from other communities and nations indicates that the spread of the disease is most effectively slowed by social distancing and reducing interactions among dense groups of people; and

WHEREAS, the goal of this administration is to continue to provide a high-performing government that will be flexible, and capable of meeting the challenges of this pandemic as they come,

NOW, THEREFORE, I, Scott Conger, Mayor of the City of Jackson, Tennessee, by virtue of the executive and administrative authority vested in me by the Charter of the City of Jackson, and laws of the state of Tennessee, do hereby Declare a State of Emergency, and do hereby direct and order that the following Communicable Disease Policy, COVID-19 protocol, and relevant operational adjustments be enacted:

IN WITNESS WHEREOF, I HAVE EXECUTED THIS Executive Order No. 2020-01 on this, the 16th day of March, 2020.

Scott Conger, Mayor of Jackson

COMMUNICABLE DISEASE POLICY.

It is the policy of the City of Jackson to provide a safe and healthy work environment by establishing procedures and guidelines to help prevent and/or limit the transmission of communicable diseases in the workplace. During a pandemic and/or other communicable disease emergency, City of Jackson departments may implement plans to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes.

II. SCOPE

This policy applies to all City of Jackson employees, whether full-time, part-time, or temporary.

All supervisors and managers shall apply this policy consistently. This policy may represent an exception to current City workplace injury and illness practices. This regulation is applicable to all City departments and offices responsible directly to the Mayor. It is also requested that elective offices and other independent offices and departments of the City comply with this policy and procedure in the interest of administrative uniformity.

It is illegal to discriminate against an employee based on his/her medical condition and/or disability. Supervisors/Managers shall not obtain medical information about an employee's general health to determine if that employee is at risk of contracting communicable diseases.

III. PROCEDURES

A. Preventive Measures

During a pandemic and/or other communicable disease emergency, as declared in accordance with established guidelines set by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials the following preventive measures identified below may be initiated:

1. Providing appropriate information and training to employees
2. Arranging for onsite voluntary vaccinations by healthcare providers, if available
3. Implementing social distancing practices including:
 - a. Reducing face-to-face exposure by using conference calls

- b. Minimizing or eliminating travel to affected areas (this is not applicable to Public Safety first responders)
 - c. Canceling or postponing meetings, workshops, training sessions and scheduled events (this is not applicable to Public Safety first responders).
 - d. Allowing employees to work from home to reduce exposure in the workplace
4. Ensuring frequently touched items (e.g. door knobs, hand rails, etc.) are cleaned and disinfected regularly
 5. Reinforcing frequent hand washing and providing hand sanitizers to employees pending product availability
 6. Providing employees with tissues and disinfectant wipes to allow employees to disinfect copiers, keyboards, telephone receivers, etc. in their work areas pending product availability
 7. Encouraging employees to stay home and/or sending employees home who have symptoms consistent with the symptoms identified by the CDC, State and local health authorities for the pandemic or communicable disease of concern
 8. Requiring employees who travel to an affected area to remain at home until the incubation period of the pandemic and/or communicable disease of concern has passed, if indicated (this is not applicable to Public Safety first responders who respond to incidents within our service area)
 9. Establishing flexible work hours to minimize contact between employees, such as scheduling employees to work in shifts
 10. Limiting access to City of Jackson buildings to City of Jackson employees
 11. Sending employees home who do not support critical business processes

B. Continuity of Operations Plan (COOP)

Each department is required to prepare a COOP that may be implemented to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes. The Mayor or designee may recommend activation of a department's COOP.

C. Employees Who Appear Ill While at Work

When an employee is present in the workplace and exhibits signs of a contagious illness, they may be directed to leave work.

An employee's supervisor and Department Head, or designee (Manager/Officer) must observe one or more of the following symptoms of a contagious disease.

1. Persistent coughing or sneezing
2. Flushed skin
3. Sweating without exertion
4. Shaking chills
5. Persistent eye and/or nasal discharge
6. Extreme fatigue or lethargy
7. Blistering or oozing skin lesions, and/or
8. Other symptoms as determined by the Occupational Health Manager, City Health Officer, or other public health officials such as the CDC.

D. Department's Response

During a declaration of a pandemic by the WHO and/or the CDC, and because of the widespread presence of disease-causing organisms, employees exhibiting signs of a contagious disease will be referred to their personal physician or local urgent care facility for evaluation and diagnostic testing, if indicated. If the employee's physician diagnoses a contagious illness consistent with transmission in the workplace, the employee shall be referred to Human Resources for completion of the appropriate paperwork.

E. Employees Returning to Work

An employee who has been absent from work due to a contagious illness shall be allowed to return to work when she/he has had no fever for 48 hours without taking fever-reducing medication and is no longer displaying other symptoms of contagious illness, and in accordance with the existing protocols established by the WHO and/or the CDC.

E Appropriate Leave

Employees may be permitted to use their accrued Paid Time Off (PTO), or other appropriate leave, if they have symptoms consistent with the pandemic and/or communicable disease of concern and/or elect to stay home to help prevent spreading the disease to others in the workplace, or tend to ill family members. Time used will be consistent with existing policies and procedures, provisions of the Employee Handbook, and state and/or federal laws.

F. Other examples of leave that may be enforced as a result of this policy include:

1. Quarantined by a Public Health Official: If an employee is quarantined, the employee shall be granted appropriate leave until the quarantine period ends or the employee becomes ill with the communicable disease, whichever comes first.
2. City of Jackson administration offices close or only critical business processes are allowed to continue: If employees are asked to stay home due to the closure of City of Jackson Buildings or offices or they are not assigned to a critical business process, employees will be designated a specific leave code to use.

G. Review of the Policy Provisions

The City Human Resources Director or designee, in conjunction with the City Chief Operations Officer, will review, amend, extend, or cancel the provisions of this policy as appropriate.