

TOWN OF NEW WINDSOR

RESOLUTION NO. 03-21-22B

WHEREAS, the Mayor and Council have determined that it is appropriate to create a uniform policy to address issues arising from Covid-19, or which may arise in the future from a similar medical emergency;

NOW, THEREFORE, BE IT RESOLVED by the Town of New Windsor that the following policy is hereby adopted:

TOWN OF NEW WINDSOR

POLICY REGARDING STANDARD OPERATING PPROCEDURE FOR COVID-19

A. Standard Operating Procedure for Covid-19.

1. When an employee learns about possible exposure to Covid-19, they should immediately contact their supervisor. If the exposure occurs outside of normal working hours, the employee should contact the supervisor at the earliest opportunity and get tested as soon as possible. Testing at an approved facility is preferred, but an at-home test can be used. If the test is negative, the employee can come to work on the next scheduled day. If the test is positive, the employee shall quarantine per current Center for Disease Control (CDC) required number of days and shall re-test per current CDC regulations. Upon completion of quarantine, re-testing as required and experiencing no symptoms, the employee may return to work. The supervisor shall request test results and/or doctor's note shall be given to the supervisor and then brought to the Town Manager so a copy can be placed in the employee's file.

2. If the employee is notified of possible exposure while at work, they should immediately contact their supervisor. The supervisor shall then instruct the employee to

separate from other staff and take a home test. Employee shall take a picture of the test result and send to the supervisor. The supervisor shall report the situation and results to the Town Manager.

3. If the home test is negative, the employee may remain at work and wear a mask at all times. The employee shall take a second at-home test within 24-48 hours, or as required by the at-home test used, and continually self-monitor for symptoms. The employee shall take a picture of the test result and send to the supervisor. The supervisor shall report the situation and results to the Town Manager. If the second test is negative and no symptoms are being experienced, no further action is needed.

4. If the home test result is positive, the employee shall leave work immediately and shall quarantine per current CDC required number of days and shall re-test per current CDC regulations. Upon completion of quarantine, re-testing as required and experiencing no symptoms, the employee may return to work. The supervisor shall request test results and/or doctor's note upon return to work. Test results and/or doctor's note shall be given to the supervisor and then brought to Town Manager so a copy can be placed in the employee's file.

5. If an employee has had to quarantine or to take care of an immediate family member while quarantining, has followed standard procedure, and has provided requested test results and/or doctor's note, an employee is eligible for up to 10-days of administrative leave per fiscal year or calendar year with approval by Town Manager.

B. Future Declaration of a State or Carroll County State of Emergency.

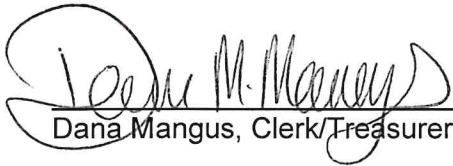
In the event that there is a situation in the future which results in the declaration of a State or Carroll County State of Emergency, this policy can be applied without further Resolution by the Mayor and Council.

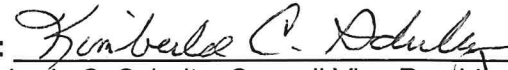

WITNESS my signature and the Seal of the Town of New Windsor this 21st day of March, 2022.

Introduced this 21st day of March, 2022.

ATTEST:

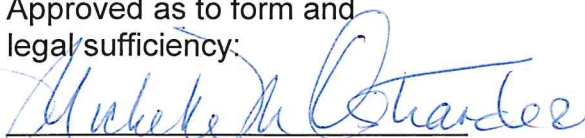
**MAYOR AND COUNCIL OF THE
TOWN OF NEW WINDSOR**


Dana Mangus, Clerk/Treasurer

By: 
Kimberly C. Schultz, Council Vice President/
Interim Mayor 

Effective March 21st, 2022

Approved as to form and
legal sufficiency:


Michelle M. Ostrander
Town Attorney

