

1<sup>st</sup> Reading: \_\_\_\_\_  
2<sup>nd</sup> Reading: \_\_\_\_\_

Electronically Received 03/13/2020

**RESOLUTION NO. 03-2020**

**RESOLUTION TO DEVELOP AN ACTION PLAN/POLICY REGARDING  
THE CORONAVIRUS (COVID-19)**

**SUMMARY**

This Resolution adopts an Action Plan/Policy regarding the Coronavirus (COVID-19).

_____ Recorder's Office	_____ Publish Public Hearing
_____ Auditor's Office	_____
_____ Clerk's Office	_____ Publish O/R after adoption
_____ Other	_____
_____	
_____	
_____	

**RESOLUTION NO. 03-2020**

**RESOLUTION TO DEVELOP AN ACTION PLAN/POLICY REGARDING  
THE CORONAVIRUS (COVID-19)**

**WHEREAS**, this Resolution seeks to develop an action plan to address and aid in preventing the spread of the Coronavirus (COVID-19) and its impact on government activities in the City of Auburn, Indiana; and

**WHEREAS**, the City of Auburn hereby adopts the following action plan/policy:

**CORONAVIRUS & INFLUENZA ACTION PLAN**

Purpose: To aid in preventing the spread of Respiratory Diseases

1. Education of Workforce
  - a. Post prevention tips in all facilities
  - b. Email to all employee that have a City of Auburn email address
  - c. Hand deliver to balance of employees
  - d. Post notice to public on outside main-doors – salespeople and vendors seen by appointment only
2. Internal Prevention
  - a. Supply all facilities with alcohol-based hand sanitizer (at least 60% alcohol based)
  - b. Supply sanitary wipes (if available to purchase) to be used on doorknobs, light switches, keyboards, any frequently touched areas
  - c. Conduct meetings with supervisors/managers to roll out our procedures
  - d. Decide if an employee shows signs of respiratory illness, how we will handle it:
    - i. Symptoms include fever, cough, difficulty breathing
    - ii. Quarantine employee until they are sent home.
    - iii. Ask employee if they have personal items in refrigerator and anything in any commonly used areas by other employees. If so, do not allow them to get into the refrigerator, etc. Use gloves and remove item(s), sanitize area.
    - iv. Thoroughly clean the suspect employee's work area – follow CDC recommendations.
    - v. Supervisors should be sanitizing frequently touched areas at least twice per day.
    - vi. If supervisor is not at work, delegate said sanitizing duties to someone else and advise HR.
    - vii. Stay home until released from the doctor.
    - viii. Leave policy:
      1. If company sends employee home due to suspect symptoms, this is excused.

2. If employee tests positive for Coronavirus or Influenza, this falls under FMLA and is excused.
  3. FMLA protects employee's job position within the company. FMLA can run up to 12 weeks (60 days).
  4. FMLA is a non-paid leave. If a bonus is paid, it will be paid on hours that were worked in that quarter.
  5. Protect privacy – covered under FMLA.
3. External Prevention
    - a. Evaluate any upcoming trips outside of the United States
      - i. Can the results be obtained via web-conferencing?
      - ii. Can the trip be postponed?
  4. Create a Back-up Plan for Coverage
    - a. Develop temporary succession planning for key decisionmakers
    - b. Evaluate what indirect job duties are essential and what duties can wait for a week
    - c. Plan who could fill-in and complete those essential duties if the main person is out for an extended period.
    - d. Evaluate who is cross trained on jobs in each facility
    - e. Decide at the time, what are the critical jobs to focus on (i.e. prioritize customers)
    - f. If after evaluation we need to cross train, get an immediate plan and execute the plan
  5. Internal & External Communication
    - a. Decide who needs to know and how much to tell them:
      - i. Workforce
      - ii. Customers
      - iii. Vendors
      - iv. Board of directors
      - v. Community
      - vi. Provide continual updates to necessary parties

**WHEREAS**, the City of Auburn hereby further adopts the following additional preventive actions from the CDC than can be taken to stop the spread of this respiratory disease:

1. Clean Your Hands – This is one of the most effective ways to prevent the spread of germs.
  - a. Wash hands often with soap and water for at least 20 seconds.
  - b. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - c. Or... do both, especially if you are around a lot of people.
  - d. Limit handshaking or don't do it at all.
  - e. Open doors with your closed fist, hop or forearm. Do not grasp the handle with your hand, unless there is no other way to open the door.
  - f. Avoid close contact with people who are sick or showing signs of illness.
  - g. Avoid touching your eyes, nose and mouth.

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- h. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- i. Avoid sharing personal household items including but not limited to, dishes, drinking glasses, cups, eating utensils, towels, etc. After using those items, they should be washed thoroughly with soap and water.
- j. If you are running a fever, stay home.

**PASSED AND ADOPTED** by the Common Council of the City of Auburn, Indiana this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**JAMES FINCHUM**, Councilmember

**ATTEST:**

\_\_\_\_\_  
Patricia Miller, Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**PATRICIA MILLER**, Clerk-Treasurer

**APPROVED AND SIGNED** by me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**MICHAEL D. LEY**, Mayor

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VOTING:

AYE

NAY

James Finchum

Mike Watson

Dennis K. Kruse II

Wayne Madden

Dennis Ketzenberger

Kevin Webb

Michael Walter