

AUSTINTOWN TOWNSHIP

MAHONING COUNTY, OHIO
82 OHLTOWN ROAD
AUSTINTOWN, OH 44515

SPECIAL MEETING OF MARCH 24, 2020

A Special Meeting of the Board of Trustees of Austintown Township was held March 24, 2020, at Town Hall, 82 Ohltown Rd, Austintown, OH.

The meeting opened at 6:00 P.M. with a salute to the flag led by Chairperson Jim Davis. Roll Call was as follows: Mr. Davis, present; Mr. Carano, present; and Mr. Kent, present.

RESOLUTION #20-03-24-01: Motion by Mr. Carano to appoint Michael B. Dockry Fiscal Officer Pro-Tem in the absence of Laura L. Wolfe.

Mr. Kent seconded the motion. Roll Call Vote: Mr. Davis, yes; Mr. Kent, yes; and Mr. Carano, yes.

RESOLUTION #20-03-24-02: Motion by Mr. Kent to recess to Executive Session at 6:05 P.M. for the following:

- A. To consider the employment or compensation of a public employee

Mr. Carano seconded the motion. Roll Call Vote: Mr. Kent, yes; Mr. Carano, yes; and Mr. Davis, yes.

RESOLUTION #20-03-24-03: Motion by Mr. Carano to reconvene from Executive Session at 6:25 P. M.

Mr. Kent seconded the motion. Roll Call Vote: Mr. Carano, yes; Mr. Davis, yes; and Mr. Kent, yes.

RESOLUTION #20-03-24-04: Motion by Mr. Carano to approve provisions dealing with Time and Attendance and Health Benefits in the COVID-19 Workplace Work and Leave during the COVID-19 Emergency and COVID-19 Emergency Paid Time Off effective retroactive to March 20, 2020 – *see attached*

Mr. Davis seconded the motion. Roll Call Vote: Mr. Kent, yes; Mr. Davis, yes; and Mr. Carano, yes.

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RESOLUTION #20-03-24-05: Motion by Mr. Kent to accept the resignation of Anthony Jones; full-time dispatcher, with his last day of work being 3/21/20.

Mr. Carano seconded the motion. Roll Call Vote: Mr. Davis, yes; Mr. Carano, yes; and Mr. Kent, yes.

RESOLUTION #20-03-24-06: Motion by Mr. Kent to adjourn meeting at 6:30 P.M.

Mr. Carano seconded the motion. Roll Call Vote: Mr. Kent, yes; Mr. Davis, yes; and Mr. Carano, yes.

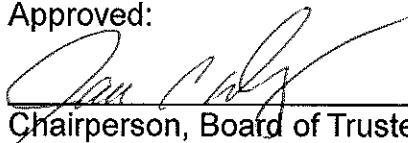
This is to certify that the foregoing is an accurate record of the proceedings of the board of township trustees at its meeting held on the date listed above.

Date: 3.24.20



Fiscal Officer – Pro Tem

Approved:



Chairperson, Board of Trustees

RESOLUTION

#20-03-24-04

WHEREAS, due to the COVID-19 outbreak, the President of the United States has issued a declaration of national emergency; and

WHEREAS, the Director of the Department of Health of the State of Ohio has issued directives ordering the closing of certain private business establishments which serve the public in order to limit in-person interactions between people, including a Stay at Home Order, whereby all residents of the state of Ohio are ordered to stay at home unless they need to leave their residence for certain defined purposes; and

WHEREAS, the Board of the Austintown Township Trustees, in order to follow these directives of the Governor and the Director of the Ohio Department of Health, and to likewise allow for the continuity of Township operations during this national emergency, desires to take further action to protect the public from the effects of the further spread of the virus;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to the Ohio Revised Code and other relevant state and federal laws and regulations, the Board of Austintown Township Commissioners hereby authorizes the taking of all actions permitted under law which are necessary and prudent to allow for the continuity of Township operations during this time of national emergency, to protect the public from further spread of the COVID19 virus, and to comply with additional directives as issued by the state and federal governments;

BE IT FURTHER RESOLVED, that the Board hereby approves provisions dealing with Time and Attendance and Health Benefits in the COVID19 Workplace, Work and Leave During the COVID-19 Emergency, and COVID-19 Emergency Paid Time Off;

BE IT FURTHER RESOLVED, that non-mandatory travel for all departments is hereby suspended until further notice and

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall be effective retroactive to March 20, 2020.

It was moved by Mr. Carano, and seconded by Mr. Davis, that the foregoing Resolution be approved this 24th day of March, 2020.

Roll call voting resulted:

Mr. Kent: Yes
Mr. Davis: Yes

Mr. Carano: Yes

TIME AND ATTENDANCE AND HEALTH BENEFITS IN A CORONAVIRUS WORKPLACE

Effectively immediately and until further notice, the Township will be mirroring recommendations from Governor Mike DeWine's office into their policies while dealing with, and mitigating the spread of the Coronavirus in the workplace. This information does NOT supersede any information a department has put in place that is contrary to this information.

Work: Employees are expected to come to work and continue with township operations so as to serve the community who rely on our services.

High Risk Individuals: Employees with underlying medical conditions identified by the federal CDC (Centers for Disease Control and Prevention) or the Ohio Department of Health and certified in writing by the employee's physician may contact their Department supervisors regarding possible workplace accommodations.

Illness: The CDC recommends that employees who appear to have acute respirator/ illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately." According to the Equal Employment Opportunity Commission (EEOC) the Township may ask employees who report feeling ill or who call in sick whether they are experiencing symptoms consistent with COVID-19.

Employees who show signs of flu or cold-like symptoms (fever, sore throat, runny nose, cough) should stay home. These symptoms may indicate that the employee should seek medical treatment. While these symptoms are not always associated with COVID-19, supervisors and employees must exercise their best judgment, err on the side of caution and not substitute their judgment for that of medical professionals.

Employees shall utilize accrued sick leave, and not return to work until symptoms have resolved. Employees without sufficient sick time can use vacation, compensatory or personal time as an alternative. Employees without adequate accrued leave balances will utilize leave without pay. Going into an unpaid status will not be grounds for discipline. Also, employees need to inform their Supervisor of their need for leave.

If the Township has reason to believe an employee is absent from work due to contracting COVID-19, or to take care of an eligible family member that has contracted COVID-19, the FMLA process should be initiated.

During a pandemic, some employees who fall ill will recover from the pandemic. It is important to verify their health prior to returning to work. A note from the Doctor or other appropriate health care professional may be required prior to the employee returning to their job responsibilities.

Employers should maintain the confidentiality of those diagnosed with COVID-19 in compliance with applicable statutes and regulations governing the confidentiality of personal health information.

Health Care Benefits: If an employee does not have adequate leave balances, are in an unpaid status, and must remain off from work, their health care coverage will remain intact. Upon their return to work, they will be billed back for missed employee-share of the health care premiums.

Travel: Employees should notify the employer if they are traveling to international locations for personal reasons so that the employer is aware of employees who are going to areas that expose them to the disease. If an employee has traveled to or through an international location and has the intent to return to work, regardless of whether the location has a Travel Health Notice, they must contact their Department Supervisor before returning to work.

Managers/Supervisors: Managers and Supervisors should send employees home if they are showing signs of illness (fever, sore throat, runny nose, cough). Employees sent home due to illness will use their accrued sick leave. If no sick time is available, then vacation, personal or compensatory leave may be substituted. If the employee has no accrued leave balances, they will be on leave without pay.

WORK AND LEAVE DURING THE COVID-19 EMERGENCY

High Risk Individuals

Employees who have underlying medical conditions identified by the federal CDC (Centers for Disease Control and Prevention) or the Ohio Department of Health and certified in writing by the employee's physician are advised to contact his/her public employer regarding working remotely or taking leave.

Working Remotely/Staggered Work Schedule

Department Supervisors may allow employees to work remotely or work a staggered work schedule. The following criteria should be considered when approving a remote working arrangement:

1. The employee's work/duties or project does not require his/her presence on site.
2. The employee has the necessary equipment to remotely perform his/her work at home or at an alternative location.
3. The type and nature of the work to be performed.
4. Whether the employee's supervisor determines that on-site work is required based on the type and nature of the work.

- Remote work arrangements are subject to immediate change by the Department Supervisors.

● During regular business hours, each employee either working remotely or on a staggered work schedule shall be on-call and be readily accessible to his/her supervisor via telephone or e-mail at the Supervisor's discretion, and if necessary, be able to report to the worksite within a reasonable amount of time if called in. Failure to answer the phone or report within a reasonable time will result in the employee on a paid leave status -or unpaid status if there is no paid leave available- for the remainder of that day. Employees remain responsible for reporting their leave time and must report any sick, vacation or other time utilized as if they were not working remotely when they are not available to receive a phone call (or email at supervisor's discretion) and/or not available to respond to a return to work order.

Note to Employees and Supervisors/Managers:

Employees who come to work and are ill or otherwise have flu/cold-like symptoms (fever, sore throat, runny nose) should not be at work and cannot return to work until symptoms have resolved for 48 hours. Sick leave must be used for the time of when an employee is ill; if an employee has insufficient sick time, vacation or personal leave can be utilized. In the instance where an employee has no accrued time, the employee will be on unpaid leave.

This policy is enacted based on information available to Austintown Township as of the current date. The coronavirus pandemic is a fluid situation subject to change hourly and daily. Thus, this policy is subject to change at any time.

COVID-19 Emergency Paid Time Off

In order to maintain continuity of essential Township services, a separate designated category of COVID-19 Emergency Paid Time Off (COVID-19 EPTO) is created for those Township employees who are ordered to not report to the work-site based on a staggered work schedule or because of a mandated quarantine as a result of a work relate incident.

COVID-19 EPTO will not accumulate and may be canceled at any time in order for the Township to perform essential services.

The COVID-19 EPTO policy is enacted based on information available to Austintown Township as of the current date. The coronavirus pandemic is a fluid situation subject to change hourly and daily. Thus, this policy is subject to change at any time.