

League of Kansas Municipalities Supplemental Infectious Disease Policy

Effective 6/8/2020

Purpose

The League of Kansas Municipalities (the League) remains committed to safeguarding the health and well-being of staff in the midst of the COVID-19 pandemic. In an effort to slow the spread of the novel coronavirus, the League has implemented a strict cleaning regiment, enforced social distancing practices, and limited public access to League facilities. Despite these precautions, the League recognizes that there are inherent health risks when people interact in close proximity. To safeguard the health of employees and the public, the League will now require staff and visitors to follow specific guidelines related to decreasing the spread of infectious disease.

This policy outlines specific steps that the League takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases, while ensuring the League's ability to maintain essential operations and provide necessary services to customers.

Infectious Disease Defined

According to the federal Centers for Disease Control, emerging infectious diseases are new infections resulting from changes or evolution of existing organisms, known infections spreading to new geographic areas or populations, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents, or breakdowns in public health measures. These include COVID-19, influenza, staph infections, and the Ebola and Zika viruses.

Remote Work Locations

The League acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The League is prepared to continue key operations from a number of remote work locations, including employees' home offices.

Infectious Control Measures

The League takes a number of steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the League recommends measures that employees can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional.

Exposure Self-Check. The League expects employees who contract an infectious disease, or are exposed to infected family members or other persons, to stay home and seek medical attention if needed. The League also expects these employees to notify the League as soon as possible of their exposure or illness. Before coming to work, the League expects all employees to conduct a self-check of the following questions: (1) Do you have a temperature? (2) Have you been exposed to an individual who has tested positive for COVID-19? (3) Have you traveled to an area listed on KDHE's mandatory quarantine list? (4) Do you feel ill? If the answer to any of these questions is "Yes," the employee must notify his or her supervisor. The supervisor will work with the employee on the appropriate next steps including telework or utilizing leave as appropriate.

Meetings. The League encourages all employees to limit meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, they must be conducted in a manner consistent with social distancing requirements.

Cleaning. The League approves the installation or use, wherever possible, of improved equipment or cleaning methods to guard against the spread of infection at the workplace. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal.

Masks. The Center for Disease Control and Prevention (CDC) recommends that the general public wear masks while in public spaces. Research by the medical community suggests that wearing a face mask [may prevent asymptomatic individuals](#) who have contracted COVID-19 from spreading it to other individuals. For this approach to be effective, all employees and the public must assume the collective responsibility of protecting those around them.

Therefore, effective immediately, face masks must be worn by employees at all times in the following areas:

- 1) Any space in which proper social distancing cannot be maintained (i.e. separation of six feet or more from all other individuals)
- 2) Any environment that potentially places employees in close proximity of other individuals (including restrooms, elevators, lobbies, breakrooms, conference rooms etc.)
- 3) At remote locations that require public interaction while conducting League business

In addition, non-employees visiting the League's office are required to wear a face mask while visiting the League's facilities. Visitors to the League's office are expected to provide their own masks.

Department Heads are authorized to implement more stringent face mask requirements within their respective departments in the event that critical business operations or public health considerations require such measures.

Mask Requirements. Cloth face coverings as recommended [by current CDC guidance](#).

Training. The League will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home.

Employee Leave and Pay

The League grants leave to employees who are absent because of an infectious disease that affects them or their family members.

The League allows employees to use their federal Family First COVID-19 Leave, accrued annual sick or vacation leave as appropriate if they become ill or need to take leave to care for a family member.

Employees also can use unpaid family and medical leave for their illness or a family member's illness. These employees must notify the League as soon as possible of their need for family and medical leave. The League requires employees to take unpaid family and medical leave if they lack accrued annual sick or vacation leave.

Business Travel

The League will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically.

In the event of an infectious disease outbreak, travel on the League's behalf generally is limited to a select group of essential employees who have the required travel authorization from the Executive Director, and if necessary, outside authorities.