



Electric, Water, Sewer, and Stormwater Utility

Coronavirus (COVID-19) Policy

Purpose

The Lewes Board of Public Works (BPW) priorities in setting this workplace policy is to:

- Maintain a safe and healthy workplace, including minimizing the potential for transmission of COVID-19
- Maintain operational continuity.
- Encourage fairness, open communications, and concern for the wellbeing of our employees, residents, rate payers and visitors. Encourage all employees to get vaccinated

Consideration

Whereas domestic and foreign health authorities have issued guidance to citizens within their respective jurisdictions, both recommending and mandating precautionary measures to defend against the spread of COVID-19, the Lewes BPW hereby implements the following policy:

Policy

Employees who have symptoms of acute respiratory illness are strongly recommended to stay home and not come to work until they are free of fever (100.4° F [378° C] or greater using an oral thermometer), signs of a fever, cough, shortness of breath, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees are required to notify their supervisor and stay home if they are sick.

- A. Employees: Employees who are well are expected at work as usual, even if they could have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been:

1. Fully Vaccinated Employees:

- a. Employees who are fully vaccinated and not experiencing the symptoms mentioned in the policy are expected to report to work as usual. You can resume activities without wearing a mask and are not required to maintain a social distancing at least 6 feet, except where required by federal, state, local, or territorial laws, rules, and regulations, including local business and workplace guidance.

Quarantining following an exposure to someone with COVID-19 is no longer required if both of the following statements are true:

- i. At least two weeks has passed since your vaccine for a single-dose vaccine or last dose for a two-dose vaccine, and
 - ii. You do not have symptoms of COVID-19.
- b. Employees who are fully vaccinated and are experiencing the symptoms stated in the policy are strongly encouraged to get tested and stay home until free of all symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines.

2. Non-Vaccinated Employees:

- a. Employees who are not experiencing the symptoms mentioned in the policy and are not vaccinated are expected to report to work as usual unless:
 - i. The employee is caring for someone with a confirmed case of COVID-19. In this case the employee is required to self-quarantine, get tested after day 5 of quarantine, provide documentation of the test results to the Office Manager, and follow all measures implemented by DPH and/or the Center for Disease Control (CDC). The employee will be allowed to return to work once a negative test result is obtained.
 - ii. The employee has been instructed to refrain from attending work by their personal physician or public health official, in which case documentation shall be provided to the Office Manager, or
 - iii. The employee has been identified as being close contact with someone who tested positive for COVID-19. In this case the employee is required to self-quarantine, get tested after day 5 of quarantine, provide documentation of the test result to the Office Manager, and follow all measures implemented by DPH and/or the Center for Disease Control (CDC). The employee will be allowed to return to work once a negative test result is obtained.
- B. Chargeable Sick Time: All Employees will be required to use their accrued sick leave or vacation time should they not report to work due to sickness or because of the requirements to quarantine. While awaiting a negative test result all employees will also be required to use accrued sick leave or vacation time.
- C. Chargeable Family and Dependent Care Time: Employees who need to provide care for a spouse, parent, parent-in-law, child, foster child, stepchild, grandparent, grandchild, sibling or legal dependent will be required to use sick leave or vacation time. Appropriate documentation may be required.
- D. Reporting Sick Time: Employees who are out sick are asked to enter absences on their timesheet as COVID-19. Public health authorities may ask employers including the BPW to monitor and report trends in employee absenteeism.
- E. Return to Work: The BPW reserves the right to require written medical clearance prior returning to work.
- F. Amendment to this policy is delegated to the General Manager by the Board of Directors.

Effective date

This amended policy shall become effective upon an affirmation vote of approval by a majority of the Board and remain unless modified by the Board.

Amendments

This amended policy shall become effective upon an affirmation vote of approval by a majority of the BPW Board of Directors and shall remain unless modified by the BPW.

Approved: March 13, 2020

Amended: September 9, 2021



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COVID Vaccination and Testing Policy

Purpose of this Addendum

The purpose of this addendum is to include a policy and procedures specific to COVID-19, which reflect the guidance and coordinated response to mitigate the impact of COVID illnesses within the Borough of Lewes', to ensure the safety of employees and to the community at large. The Lewes BPW Board of Directors is following the recommendation made by the Board of Health and the City of Lewes.

Background prepared by the City of Lewes

The United States is experiencing another surge of COVID illness in the COVID pandemic. The City of Lewes Board of Health has met regularly throughout the pandemic to share information and make recommendations to the City regarding how we can do our part to protect public health. In the past, such advice to the City has included how to implement masking requirements within the workforce and in public places within the City.

On August 31, 2021, the Board of Health met, and during this meeting Dr. Paul Cowan, Chair of the Board of Health and Director of Emergency Medicine at Beebe Hospital, addressed the strain that the current surge of COVID illness is placing on the healthcare system throughout the State and specifically at Beebe Hospital. The vast majority of COVID hospitalizations are among the unvaccinated population. While there are breakthrough cases of COVID among vaccinated individuals, these cases tend to be mild and rarely result in hospitalization.

Three COVID vaccines received emergency authorization from the FDA early in 2021. On August 23, 2021, the Pfizer vaccine received full FDA approval. The nation's health experts have substantiated the safety and efficacy of the vaccines currently being utilized in the United States. At the request of the City, Dr. Cowan has met with City staff to discuss the science behind the vaccines, the safety of the vaccines, and to answer questions regarding the vaccines. Despite all of this, the City has many employees who have chosen not to receive the vaccine.

Recently, in the City's Maintenance Department, we had four employees diagnosed with COVID, three of whom were unvaccinated. This small outbreak had a direct impact on the City's service delivery to our citizens. Fortunately, at this point we are unaware of any serious illness or complications among those infected with the virus. We hope this remains the case.

At the Board of Health meeting on August 31, the Board of Health passed a motion to recommend that the City require that employees either provide proof of COVID vaccination or test weekly. This recommendation is consistent with the plans of the State of Delaware and with other employers in the State and nationally.

The Lewes BPW Board of Directors is following the recommendation made by the Board of Health and the City of Lewes.



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Policy

Effective on **September 20, 2021**, all Lewes BPW employees must provide proof of COVID vaccination or provide weekly documentation of a **negative COVID PCR test**. Employees who are not fully vaccinated must test each week during the Thursday to Wednesday workweek, and provide documentation of testing and results to Kristina Keller, Office Manager. A PCR test from a testing location, such as a medical provider or pharmacy, is required. **Testing may be performed during an employee's regular scheduled working hours with department manager approval. Department managers must make every effort to accommodate the employee's scheduled test during regular working hours. The test must be scheduled in advance with proof of the scheduled test given to the department manager and the Office Manager. One hour will be allotted for testing and travel. Testing during regular scheduled work hours shall not distrust work productivity. If an employee is unable to schedule and test during their regular scheduled working hours the employee is responsible for testing on their own time with no compensation.** For those employees who have chosen to receive the COVID vaccine, please provide a copy of your vaccination card to Kristina Keller.

Failure to Comply

Any employee who fails to provide proof of vaccination and fails to provide the documentation of weekly negative test results in accordance with the policy will be subject to disciplinary action, up to and including termination.

Testing Resources

- **Delaware.gov:** Testing locations vary by date and location
[Delaware COVID-19 Testing - Delaware's Coronavirus Official Website](#)
- **ASPIRA Health (PCR Test):** 18068 Coastal Hwy. Lewes, DE 19958
Must schedule testing appointment / Results available within an hour
<https://consumer.scheduling.athena.io/?departmentId=22424-1>
 - Cost for antigen test is \$60.00 out of pocket. This cost will be paid by employees.
 - PCR test is currently being provided at no charge with results provided in 24-48 hours.

Vaccine Information

- Delaware Department of Health
[About the Science](#)
- Center for Disease Control and Prevention
[Key things to know about COVID Vaccines](#)

Vaccination Locations

- **Vaccines.gov:** Type in your location and you will find all available vaccines locations in your area.
<https://www.vaccines.gov/>

Issued by the Board of Directors September 10, 2021
Revised October 28, 2021



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RECEIPT OF COVID VACCINATION AND TESTING POLICY

I have read and understand the Board of Public Works COVID Vaccination and Testing Policy.

Employee's Name in print

Signature of Employee

Date of Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE