It is important to The Village of Coleman that we keep everybody safe as much as possible.

If you call in sick- you must wait 24 hours after feeling better before returning to work. You will be required to use your paid sick leave if you call in sick.

If you call in sick with a fever- you must wait 48 hours after breaking your fever. You will be required to use your paid sick leave if you call in sick.

It is recommended if you have family that are quarantined because they are ill; those family members should be quarantined to a separate room to prevent spread to you.

The Village of Coleman will consider rotating work schedules as an option to protect the overall work environment during this time of uncertainty. If you are required to rotate your work schedule with a co-worker you will be paid your current wage; but you must adhere to strict rules such as staying home; limit unnecessary travel and exposure to other people, use personal protective equipment as required to keep yourself safe when you are not at the Village. Stay home, healthy, and safe.

The Village of Coleman requires all employees to adhere to the 6’ buffer zone. Please be respectful of others and wipe down shared surfaces with disinfectant, as necessary. It will take all of us to keep each other safe.

If you feel you have been exposed to COVID-19 one way or another, have to travel outside your normal routine or are involved in a large group of people you need to contact the Village President with the details of your situation and he/she will decide whether you are safe to work or not for the overall protection of the workplace and other employees. Accommodations may be possible to work-from-home.

If a Village of Coleman employee is tested positive for COVID-19, that employee will be on a mandatory 14-day quarantine ordered by the Village of Coleman. The Village of Coleman will immediately clean and disinfect the office or work space to protect other employees. The infected employee will have to pass 1 COVID-19 test before returning to work. The employee must use their sick leave unless a program is in place by the county or state for reimbursement.

The main way the virus is transferred is airborne. It is important that you respect the 6’ buffer zone. Avoid contact with outside visitors and communicate with them at a safe distance and use personal protective equipment as required. It will take everyone to keep the Village of Coleman safe.

The CDC recommends treating surfaces as possible transmitters of COVID-19. If you do not need to touch it, **DON’T!**. Avoid borrowing tools, using other people’s computers, phones, etc. Sneezing and coughing will disburse the virus in a wide area. So be respectful and wipe down areas that could have contracted your droplets. Make every effort not to touch your face. Wash your hands as often as possible and use gloves, hand sanitizer and protective equipment as required when dealing with the public until further notice. We would like to come out of this with zero cases. It will take everyone working together to accomplish this. During this time of uncertainty, the Clerk’s office is continuing to acquire gloves and hand sanitizer if you are not using gloves, as well as proper cleaning solutions. The Village asks that you use your supplies judiciously and responsibly as the acquisition and delivery delays are making it difficult to get supplies on a regular basis.

Village of Coleman

Date: 5/20/2020.